National Transit Database User's Guide

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Federal Transit Administration
Office of Program Guidance
and Support

December 1997

National Transit Database
User's Guide

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TABLE OF CONTENTS

Section Page

1. INTRODUCTION 1-1

Overview of the National Transit Database User's Guide 1-1
History of the National Transit Database 1-2
Structure and Content of the National Transit Database 1-5

2. OVERVIEW OF AVAILABLE DATA 2-1

Computer Products 2-1
Published Reports 2-3
Related Documentation 2-4

3. BASIC INFORMATION REPORTING 3-1

Transit System Identification Form (001) 3-3
    Description of the Data 3-3
    Changes to the Data 3-3
    Data Availability 3-4

Contractual Relationship Identification Form (002) 3-11
    Description of the Data 3-11
    Changes to the Data 3-11
    Data Availability 3-12

Modes and Vehicle Summary Form, Directly Operated Service (003) 3-27
    Description of the Data 3-27
    Changes to the Data 3-29
    Data Availability 3-30

Modes and Vehicles Summary Form, Purchased Transportation (004) 3-35
    Description of the Data 3-35
    Changes to the Data 3-35
    Data Availability 3-35

Supplemental Information Form (005) 3-41
    Description of the Data 3-41
    Changes to the Data 3-41
    Data Availability 3-42

Section 9 Statistics Summary Form (006) 3-57
    Description of the Data 3-57
    Changes to the Data 3-57
    Data Availability 3-57

CHAPTER 4. CAPITAL DATA 4-1

Balance Sheet Form (101) 4-3
    Description of the Data 4-3
    Changes to the Data 4-3
    Data Availability 4-3

Capital Subsidiary Schedule, Sources of Public Capital Assistance (103) and Capital Funding Form (103) 4-7
    Description of the Data 4-7
    Changes to the Data 4-7
    Data Availability 4-8

CHAPTER 5. TRANSIT REVENUES AND OPERATING FUNDING 5-1

Revenue Summary Schedule (201) 5-3
    Description of the Data 5-3
    Changes to the Data 5-3
    Data Availability 5-4

Revenue Detail Schedule (202) 5-11
    Description of the Data 5-11
    Changes to the Data 5-11
    Data Availability 5-12

Revenue Subsidiary Schedule, Sources of Public Assistance and Operating Funding Form (203) 5-25
    Description of the Data 5-25
    Changes to the Data 5-25
    Data Availability 5-26

CHAPTER 6. EXPENSE DATA 6-1

Major Revisions 6-1

Aggregation of Functions for Expense Classification Form 6-7

Function Equivalency Chart 6-9

Expenses Classified by Function (301) 6-11
    Description of the Data 6-11
    Changes to the Data 6-11
    Data Availability 6-13

Expenses Classified by Function, System Summary (310) 6-27
    Description of the Data 6-27
    Changes to the Data 6-27
    Data Availability 6-28

Expenses Classified by Function (Forms 311, 312, and 313) 6-43
    Description of the Data 6-43
    Changes to the Data 6-43
    Data Availability 6-44

System Summary By Object Class (315) 6-49
    Description of the Data 6-49
    Changes to the Data 6-49
    Data Availability 6-49

Operators' Wages Form (321) 6-59
    Description of the Data 6-59
    Changes to the Data 6-59
    Data Availability 6-59

Time Classification Equivalency Chart 6-61

Fringe Benefits Subsidiary Schedule (331) 6-67
    Description of the Data 6-67
    Changes to the Data 6-67
    Data Availability 6-67

Pension Plan Questionnaire (332) 6-77
    Description of the Data 6-77

Changes to the Data 6-77
Data Availability 6-77

CHAPTER 7. NON-FINANCIAL OPERATING DATA 7-1

Transit System Service Period Schedule (401) 7-1
Description of the Data 7-1
Changes to the Data 7-1
Data Availability 7-1

Revenue Vehicle Maintenance and Energy Form (402) 7-7
Description of the Data 7-7
Changes to the Data 7-7
Data Availability 7-7

Transit Way Mileage (403) 7-17
Description of the Data 7-17
Changes to the Data 7-17
Data Availability 7-18

Transit Agency Employees (404) 7-31

Description of the Data 7-31
Changes to the Data 7-31
Data Availability 7-33

Transit Safety and Security (405) 7-45
Description of the Data 7-45
Changes to the Data 7-45
Data Availability 7-46

Transit Agency Service Form (406) 7-61
Description of the Data 7-61
Changes to the Data 7-61
Data Availability 7-64

Transit System Services Supplied, Service Consumed, Service Personnel, and Service Operations Schedule Rail Modes (407) 7-79

Revenue Vehicle Inventory (408) 7-91
  Description of the Data 7-91
  Changes to the Data 7-91
  Data Availability 7-96

CHAPTER 8. SUMMARY FORMS 8-1

Urbanized Area Formula Statistics Form (901) 8-3
  Description of the Data 8-3
  Changes to the Data 8-3

CHAPTER 9. PURCHASED TRANSPORTATION (CONTRACTED) SERVICE 9-1

FIGURES

Figure / Page

1. Evolution of the National Transit Database 1-4

2. Major Data Categories 1-6

TABLES

Table / Page

1. Purchased Transportation Table 9-5

CHAPTER 1. INTRODUCTION

OVERVIEW OF THE NATIONAL TRANSIT DATABASE USER'S GUIDE

This User's Guide is an updated version of the one published in June 1989. It contains all significant revisions to the forms used to submit data for the National Transit Database (formerly known as Section 15) and changes to reporting instructions and definitions since the program's inception in 1978, through the 1997 report year.

The Guide documents substantial revisions to the database and to each form, but does not detail changes to every form, page, line, and column since the first set of forms were designed. The latter approach would be too tedious and cumbersome to read. When there have been substantial changes to one area of the database, the Guide distinguishes between major and detailed revisions. The Guide also emphasizes changes and clarifications to definitions and reporting procedures. An understanding of these important changes can be crucial to undistorted analyses, particularly using time-series data.

The Guide describes the financial and operating data forms filed annually by reporters, any changes made (including to format and definitions), and provides information on whether the data are available from the published Data Tables, Lotus diskettes, on 9-track computer tapes, ASCII files, Paradox, or other media. In addition, each revised version of the reporting form follows the detailed discussion.

The National Transit Database is produced by the Federal Transportation Administration (FTA) and is a unique and valuable source of public mass transit financial and operating data. The National Transit Database was designed to provide information for service planning by public transit systems, Federal, state, and local governments, and the public, and for public sector investment decisions by all levels of government. Unique both in scope and detail, it has evolved into an essential resource for public transit management, planning, policy-making, and other analytical applications.

This Guide will assist data users in successfully interpreting and applying the information in the National Transit Database. The Guide:

1) Introduces data users to the database and encourages an understanding of the information as an integrated whole, rather than a compilation of complex fragments.

2) Describes the contents of the database by summarizing the information submitted to the FTA on each reporting form.

3) Assists users in identifying and gaining access to the information in the National Transit Database required for a broad range of possible applications.

4) Documents the extensive and significant revisions to the content and structure of the database that have been made since the program's inception in 1978.

HISTORY OF THE NATIONAL TRANSIT DATABASE

The program that provides for the National Transit Database was established in 1974 under Section 15 of the Federal Transportation Act of 1964, as amended (the FT Act). Section 15 requires the Secretary of Transportation to establish a uniform system of accounts and records and a reporting system to collect and disseminate public mass transportation financial and operating data. Section 15 also prohibits the Secretary from making any grants under Section 9 of the FT Act unless all grant applicants and beneficiaries are subject to the reporting system and uniform system of accounts. The evolution of the NTD is illustrated in Figure 1.

To ensure that the over 500 participating public and private transit operators apply a uniform approach to data collection, the National Transit Database prescribes a basic financial accounting system and a set of definitions and procedures for recording operating data. Operators use the reporting system to record summary information in annual reports to FTA. FTA applies rigorous quality control checks to the reported data, works with reporters to make necessary corrections, and annually distributes data to the public in published reports, on computerized diskettes, in specialized data subsets, and on tapes.

Project FARE. The beginnings of the National Transit Database can be traced to the cooperative effort by the government and industry to standardize transit information and provide a source of data for a broad range of important applications. In 1971 the American Transit Association and the Institute for Rapid Transit, predecessors of the current American Public Transit Association (APTA), applied to FTA to fund a project to develop a uniform industry reporting system. The proposal was refined by FTA, with industry participation and concurrence, into Project FARE (Uniform Financial Accounting and Reporting Elements), which began in 1972.

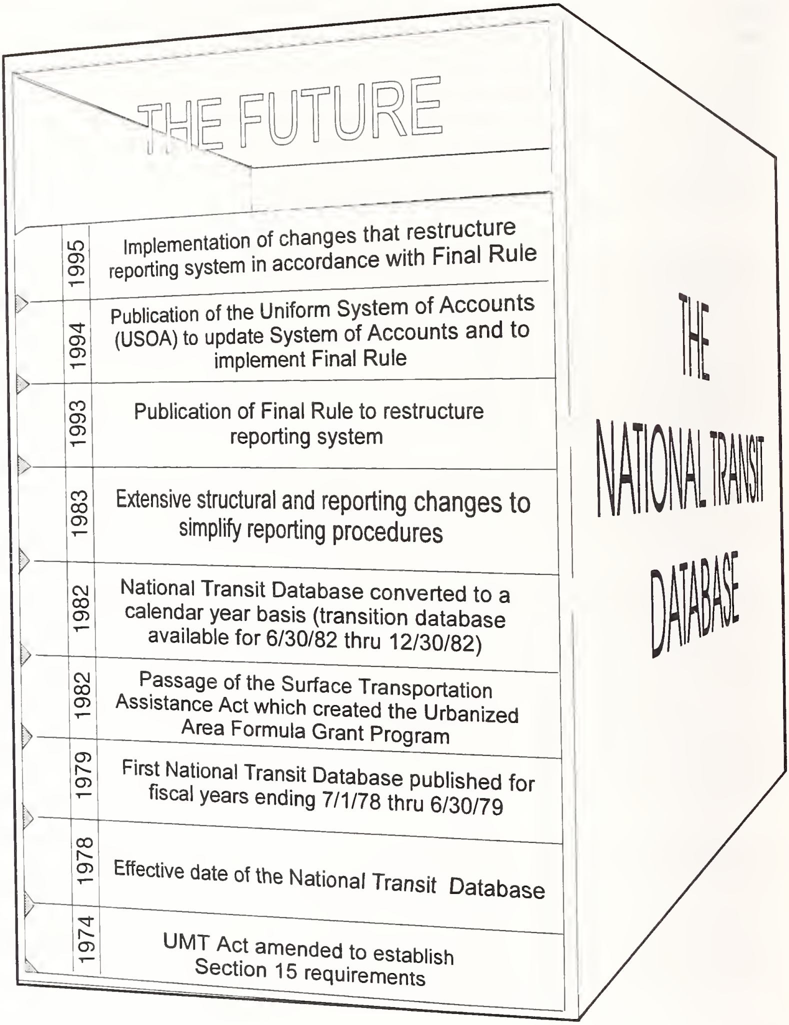
FARE concluded that industry accounts and records available at that time were inadequate to meet the requirements of the industry. The group designed a new system of accounts and records to provide the scope, uniformity, consistency, and accuracy required by the broad spectrum of data users.

In 1974, the FT Act was amended to include a requirement for a uniform system of accounts and records and a uniform reporting system. The FTA continued to work with an Industry Control Board of operating managers, financial administrators, and representatives of state and regional planning agencies to modify the FARE system to accommodate the requirements of Section 15, considering both the information required by the industry and the burden on operators of reporting. The reporting system that resulted was first applied to data from operators' fiscal years ending between July 1, 1978 and June 30, 1979, which was summarized in the 1979 Annual Report published in May 1981.

The FTA Advisory Committee and the Urbanized Area Formula Apportionment Program. Throughout its history, the content, structure, and procedures of this program have evolved as the FTA adopted recommendations from the industry, and adjusted to changing data requirements. For example, extensive changes resulted from the recommendations of the FTA Section 15 Advisory Committee, which met from 1983 to 1986. The National Transit Database was also modified to meet the requirements of the Section 9a/9 Program, which has apportioned up to $2 billion in FTA grants annually since Federal Fiscal Year 1983, based on a formula that uses data items taken directly from the National Transit Database. Primarily because of the Urbanized Area Formula Apportionment Program, structures and procedures were changed to accommodate commuter rail, vanpool, and purchased (contracted) services, and the quality and amount of data reported for these services increased significantly.

Major Revisions for the 1992 Report Year. In 1990, the FTA considered many fundamental questions about the objectives of the National Transit Database. The FTA considered the strengths and weaknesses of the database from the perspective of production of ten annual reports. Several potential improvements were identified based on an extensive evaluation of the entire program through the Federal Register. These improvements included greatly decreasing the amount of financial data required from reporters. In addition, it included a realignment and consolidation of the required and voluntary reporting formats. A panel of industry experts convened to assist FTA in reviewing the proposed changes to the National Transit Database.

In modifying the program, the FTA carefully balanced the benefits of the data to a broad range of constituent groups that currently or potentially might use the data, against the costs to operators of reporting and to FTA of developing the annual databases. The program and structural changes made for the 1992 report year represent a major stage in the fourteen-year evolution of the National Transit Database.



1995	Implementation of changes that restructure reporting system in accordance with Final Rule
1994	Publication of the Uniform System of Accounts (USOA) to update System of Accounts and to implement Final Rule
1993	Publication of Final Rule to restructure reporting system
1983	Extensive structural and reporting changes to simplify reporting procedures
1982	National Transit Database converted to a calendar year basis (transition database available for 6/30/82 thru 12/30/82)
1982	Passage of the Surface Transportation Assistance Act which created the Urbanized Area Formula Grant Program
1979	First National Transit Database published for fiscal years ending 7/1/78 thru 6/30/79
1978	Effective date of the National Transit Database
1974	UMT Act amended to establish Section 15 requirements

Figure 1. Evolution of the National Transit Database

STRUCTURE AND CONTENT OF THE NATIONAL TRANSIT DATABASE

To an analyst approaching the National Transit Database for the first time, it can appear complex and fragmented. The structure and content of the database become more intelligible when the details are associated with basic categories that describe the characteristics of a transit agency. Figure 2 uses a model to describe these categories and their interrelation.

As presented in Figure 2, transit organizations exchange financial resources or revenues (fares, other earnings, and subsidies) to purchase inputs or "factors of production," consisting of labor, fuel, materials, and capital equipment.

In the model, the "organization" category represents managerial processes that involve utilization of inputs to accomplish the objectives of the transit agency. Management makes decisions about how to select and apply different combinations of resources. Decisions involve selection of alternatives that can include investment in different modes or technologies, adding or eliminating service, or contracting for service. Data associated with this category include items over which management has some degree of control (e.g., payment for fringe benefits, assignment of vehicles to peak or base periods, drivers' operating and non-operating time, insurance premiums, and the cost of contracts).

For a transit agency, the primary output is the vehicle service supplied to the public. Although units of service supplied, typically measured in vehicle miles or hours or capacity miles, are important in any evaluation of the performance of transit agencies, these outputs are actually a means to an end. Major objectives involve delivering services that are consumed by the public. The National Transit Database uses unlinked passenger trips and passenger miles to measure service consumed, and fares, other earnings, and government grants to measure operating funding. Other data describe the characteristics of service, including safety and reliability information, and failure to meet schedules (dual reporting of scheduled and actual annual vehicle revenue miles).

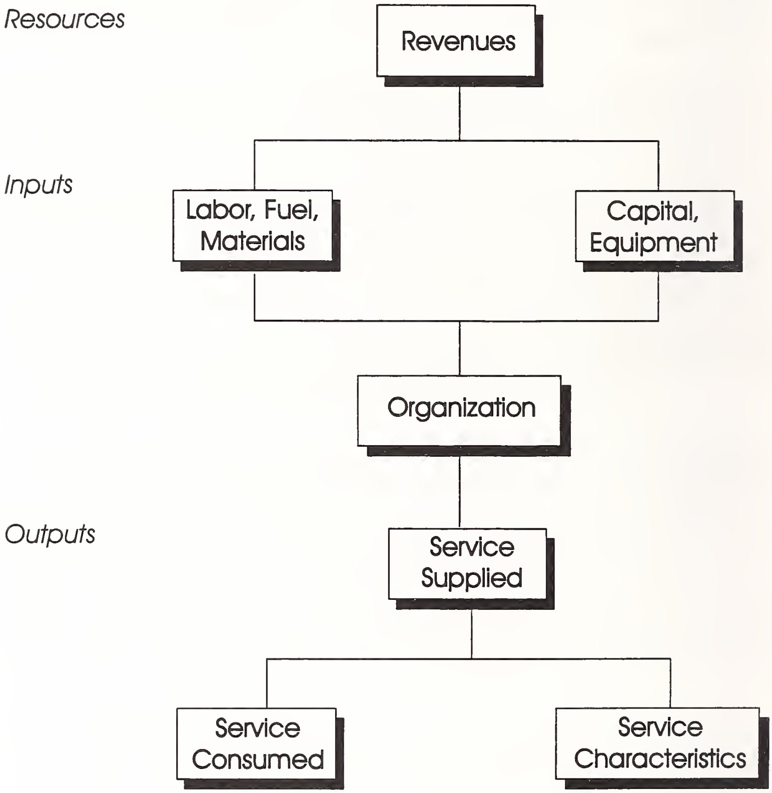

Resources
Revenues
Inputs
Labor, Fuel, Materials
Capital, Equipment
Organization
Outputs
Service Supplied
Service Consumed
Service Characteristics

Figure 2. Major Data Categories

Data items can be assigned to the categories presented in Figure 2.

- **Resources**
  - Revenues
    - Earnings - Fares, charters, advertising, concessions
    - Subsidies - grant source and amount (for capital or operating expenses)

- **Inputs**
  - Labor
    - Labor year equivalents
    - Salaries and wages
  - Fuel
    - Energy units consumed
    - Energy costs
  - Capital Equipment
    - Depreciation
    - Balance Sheet
    - Fleet Inventories
    - Infrastructure

- **Organization**
  - Contracting
  - Service by time-of-day
  - Labor equivalents - management, operators, maintenance
  - Operators' time - operating and non-operating time
  - Fringe Benefits
  - Pensions

- **Outputs** - Service Supplied
  - Vehicle and Vehicle Revenue Miles and Hours
  - Capacity Miles

- **Service Consumed** - Ridership
  - Unlinked Passenger Trips
  - Passenger Miles

- **Service Characteristics**
  - Accidents
  - Road calls
  - Scheduled versus actual vehicle revenue miles

Interrelated Data Items. A major strength of the National Transit Database is the extent to which data in different categories can be interrelated. Data items in one category of Figure 2 are often defined in terms of data items in the other categories. These interrelations simplify definitions and improve validation of data accuracy. In addition, the interrelations present significant opportunities for important analyses that require construction of ratios between data items in the different categories.

For example, employee classifications job type are defined in terms of audited operating expenses. This relationship allows labor counts and expenses to be verified against each other, and permits straightforward derivation of important performance measures of labor compared to salaries and wages for mechanics, drivers, or administrative staff.

The usefulness of the National Transit Database is increased because important data in the different categories can be split along lines of significant interest to analysts. Other national databases tend to be more aggregate and less useful for some important analyses. For example, multi-mode systems report modal splits of operating expenses, service outputs, ridership, labor, and accidents. This disaggregation is vital to operators interested in modal unit costs (operating expense per vehicle or passenger mile) for performance comparisons of similar systems or to examine modal alternatives for service expansions.

In another example, splits in operating expenses, service outputs, and ridership allow important comparisons of the performance and characteristics of publicly operated and purchased (contracted) service. Operators considering contracting for service are interested in the experiences of other systems. Policymakers who are concerned with whether or not to encourage contracting might contrast fares or subsidies per trip or other performance measures for contracted services to publicly operated services in nationwide aggregates, by mode or by fleet size.

Although the structure of the National Transit Database allows disaggregation into useful components, there are notable limitations. Some data items, including depreciation and fares, are reported as single figures for each agency and can not be split by mode or in publicly operated or contract service categories. (Although fares are reported voluntarily by mode, not all reporters provide this level of detail.)

Reporting Levels. Another major characteristic of the reporting structure of the National Transit Database is the use of different reporting formats to balance the objectives of satisfying the data requirements of the industry, and minimizing the burden on operators. When performing historical analysis, care must be taken to successfully track data from the years prior to 1992, when changes were made to the financial reporting structure.

For 1979 through 1991, the required level (R level) applies to all operators and specifies the minimum data that must be reported by all grant applicants and beneficiaries of Section 9 funds. Operators were also provided the option of reporting additional details at any of three voluntary levels (A, B, or C). Beginning with 1992, these four reporting levels were consolidated into two levels (i.e., basic and optional). The basic reporting level has a base structure that is expanded into greater detail for optional reporting.

There are two key assumptions behind the use of different reporting levels.

First, it is not practical for all operators to maintain accounts and records at the level of detail required for the most complex analyses. Larger systems are more likely to have expenses in the detailed categories, to have the administrative resources required for more complex record keeping, and to benefit internally from more sophisticated information systems.

Second, many data applications involving more detailed costs will require detailed information only for a subset of operators. For example, analysis of costs to maintain infrastructure (communication systems, tracks, tunnels) requires details from the large operators, particularly with rail, and it is not necessary to burden small operators with the complex structure to record these details.

CHAPTER 2. OVERVIEW OF AVAILABLE DATA

The FTA has made great progress in providing data from the National Transit Database in various formats that are more specific, more detailed and more accessible. In addition, the FTA has updated several of the printed documents that support the National Transit Database. The FTA's goal is not only to make the data from the National Transit Database available, but also to assist data users with analysis and interpretation of the data through technical assistance and useful documentation.

COMPUTER PRODUCTS

Each year, the National Transit Database data is converted into a variety of different formats and made available to the public. These formats include complete data sets available on 9-track tapes, and ASCII files on diskettes (3.5" or 5.25"). The data are also in Lotus or Paradox. Also, in order to provide direct user access to the historical database, historic files have been converted to the same format as newer data, allowing for continuity from year to year. Each product is accompanied by the appropriate documentation for successful use.

Data Tapes. After the database is finalized for each report year, the data are placed on magnetic tapes for public use. The tapes are unlabeled, in EBCDIC or ASCII, at a density of 1600 or 6250 bpi, and can be run on most computers with 9-track tape drives. The tapes contain all the data submitted by reporters, not the subset of data published in the Data Tables and distributed on Lotus diskettes. Many additional details submitted by reporters are only available from the complete database. For example, many of the financial details are available on tape. In addition, some data required of all reporters, including depreciation, vehicle model numbers, and service supplied and consumed by time-of-day, are also only available from the complete data set.

ASCII Diskettes. The complete National Transit Database is also available on ASCII diskettes. These diskettes have the same files contained on the data tapes. These files may be easily converted to other appropriate formats by the data user.

Custom Data Subsets. Rather than receive the entire database, relevant sections or subsets of the database can be extracted from the complete data set. A custom subset can be provided in Lotus, ASCII, Paradox, or hard copy formats. Files can be sent by electronic mail or placed on diskettes and sent through traditional mail directly to the user. In addition, brief hard copy subsets can be faxed.

Lotus Diskettes. Beginning with the 1981 report year, the Data Tables are available in Lotus format on 5 ¼-inch or 3 ½-inch diskettes. Individual transit agency statistics and performance measures in the Data Tables have been reproduced and placed on a set of diskettes. The data tables on the diskettes duplicate those published in the National Transit Database Data Tables. National aggregate statistics are not available on diskettes.

Diskette users may also refer to the introductory text of the published Data Tables for more information on the format of the data tables, definitions of terms, and some of the applications and limitations of the data.

National Transit Analysis Tool (NTAT). For users who are interested in performing their own analysis of the data, the FTA has recently released the NTAT. NTAT is a user-friendly software program that defines key operational and financial data, as well as performance measures from the database. It contains operating funds for each transit agency by function and by source, ratios of operating expenses to passenger miles, unlinked passenger trips, and vehicle hours and miles. Additionally, the program is versatile enough to calculate such performance measures as average load and average speed. NTAT is menu-driven and allows users to input their selections in each of the menu screens. The output is a graph depicting the specified data reports and files. Updates of NTAT will be developed on an as-needed basis and the tool will soon be made available on CD-ROM.

Also available is a brochure, entitled "An Introduction to the National Transit Database," which describes the reporters, the type of data reported, and the uses of the data.

The brochure and all computer products related to the National Transit Database, including data tapes, ASCII diskettes, custom data subsets, and NTAT may be obtained by contacting:

The National Transit Database Program, DTS-49
U.S. DOT
The Volpe National Transportation Systems Center
Kendall Square
Cambridge, MA 02142

Telephone: (617) 494-2579
FAX: (617) 494-3260

Lotus diskettes may be ordered by contacting:

McTrans Center
512 Weil Hall
University of Florida
Gainesville, FL 32611

Telephone: (904) 392-0378

or

PC Trans
Kansas University
Transportation Center
Learned Hall
Lawrence, KS 66045

Telephone: (913) 864-5655

PUBLISHED REPORTS

The FTA publishes several documents containing subsets of the National Transit Database.

They include:

- Data Tables;
- Transit Profiles;
- the Glossary; and
- National Transit Summaries and Trends.

The printed Data Tables, published annually, contain a large subset of the data contained in the National Transit Database. For example, the statistical tables of the report contain data in three major groups:

- transit expenses;
- non-financial operating data; and

- performance indicators.

The Transit Profiles present general and summary reports, as well as modal, performance and trend indicators for each reporting year for two types of urbanized areas: Agencies in Urbanized Areas Exceeding 200,000 Population, and The Thirty Largest Agencies. The Data Tables are published annually, providing detailed summaries of the financial and operating data submitted to the FTA. Extensive data are provided for over 500 of the nation's mass transit agencies. Also in this series is the glossary of terminology used in the National Transit Database Reporting System and the National Transit Summaries and Trends which provides some interpretation of the status of the industry as a whole.

RELATED DOCUMENTATION

In addition to the National Transit Database User's Guide, the FTA has produced several documents that assist users in their interpretation and analysis of the data. These documents include:

- Uniform System of Accounts (USOA)
  (used beginning with the 1995 report year);

- Volumes I and II of the Federal Transportation Industry System of Accounts and Records and Reporting System, January 1997 (used for the 1978 through the 1994 report years);

- Reporter's Manual (updated and revised annually);

- Reporting forms and diskettes; and

- FTA-related Circulars.

The USOA is a technical reference document for the accounting system and contains the financial accounting structure required by Federal Transit Laws. The USOA reflects major structural changes to the accounting requirements and the reporting system implemented by FTA in a Final Rule published on January 15, 1993. The updated USOA, published in January 1995, remains the single most comprehensive source of detailed information on financial accounts, records, and definitions for the National Transit Database. Data users are also directed to the introductory text and glossary in the published Data Tables and Reporting Manuals for key definitions and background on the structure and content of the database.

Information on the reporting procedures and requirements of the National Transit Database, and copies of the published reports, can be provided by:

Federal Transportation Administration
Office of Program Guidance & Support (TPM-20)
400 Seventh Street, S.W.
Washington, D.C. 90520

Telephone: (202) 366-1656
FAX: (202) 366-7951

Technical Assistance with Access to and Applications of the Database

Assistance with access and applications of the National Transit Database can be provided by:

The National Transit Database Program, DTS-49
The Volpe National Transportation Systems Center
U.S. DOT
Kendall Square
Cambridge, MA 02142

Telephone: (617) 494-3459
FAX: (617) 494-3260

CHAPTER 3. BASIC INFORMATION REPORTING

For 1979 through 1982, the only general information about the reporter and the type of service operated for the fiscal year was submitted on Form 001. For the 1983 and later report years, the basic information forms were expanded to include additional information about reporters and their transit operations.

The Transit System Identification Form (001) was revised for the 1983 report year to include information that more clearly describes the type of service operated and the type of organization providing transit service. In 1992, demographic information was included on the basic information forms to provide information on areas served by reporters.

The Contractual Relationship Identification Form (002) was added to identify the buyers and sellers of purchased transportation services. Since it became part of the reporting requirement for the 1983 report year, this form has been revised several times to include more descriptive information about the type and cost of purchased service.

The Modes and Vehicle Summary Forms (003 and 004), which contain detailed vehicle fleet information for both directly operated and purchased service, are available for the 1984 through the 1990 report years. For 1991, these forms were eliminated and the fleet data consolidated with other similar data on Forms 406, 407, and 408.

The Supplemental Information Form (005) is an optional form included beginning with the 1984 report year. It allows reporters to provide narrative information describing the services covered by their report and has undergone some expansion to include additional information.

The Section 9 Statistics Summary Form (006) was added in 1984 to summarize and allocate relevant data used for the Urbanized Area Formula Grant Program (formerly known as Section 9). For 1991, the data reported on this form was reduced and placed on Form 901, "Urbanized Area Formula Statistics."

TRANSIT SYSTEM IDENTIFICATION FORM (001)

DESCRIPTION OF THE DATA

The Transit System Identification Form (001) contains basic organizational information about reporters filing data for the National Transit Database (e.g., transit agency name and address, the type of organization providing transit service, and modes and types of service).

CHANGES TO THE DATA

For 1979 through 1982, single numeric and alphabetic codes were used on Form 001 to describe transit modes and vehicles. Beginning with the 1983 report year, two-letter mnemonic codes were used on Form 001 to describe the mode and vehicle types used by the reporter.

1979-1982 Numeric Mode Codes

1	Motorbus
2	Rail Rapid Transit
3	Streetcar
4	Trolleybus
5	Demand Response
9	Other

1983-1991 Alphabetic Mode Codes

AG	Automated Guideway
CC	Cable Car
CR	Commuter Rail
DR	Demand Response
FB	Ferry Boat
IP	Inclined Plane
JT	Jitney
MB	Motorbus
RR	Rapid Rail
SC	Streetcar or Light Rail
TB	Trolleybus
TR	Aerial Tramway
VP	Vanpool
OR	Other

1992-1995 Alphabetic Mode Codes

AG	Automated Guideway
CC	Cable Car
CR	Commuter Rail
DR	Demand Response
FB	Ferry Boat
HR	Heavy Rail (formerly RR)
IP	Inclined Plane
JT	Jitney
LR	Light Rail (formerly SC)
MB	Motorbus
MO	Monorail
PB	Publico
TB	Trolleybus
TR	Aerial Tramway
VP	Vanpool
OR	Other

Beginning with the 1984 report year, a new Form 001 was used which restructured the previous form to provide additional information. For example, the revised form provides more details on the types of organizations reporting data (e.g., whether reporters are public operators or private contractors).

Prior to the 1983 report year, Form 001 was used to report total revenue fleet by mode in question #6. Because this figure included all vehicles used in revenue service during the fiscal year, it was more encompassing than either vehicles required to operate peak service or vehicles available for peak service. Total revenue fleet data were eliminated from Form 001 and were reported on Form 003/004 for the 1983 through the 1990 report years. Maximum fleet data is reported on Form 406 for the 1991 and subsequent report years. Refer to Forms 003/four, Form 406, and Form 408 for more detailed information on vehicle fleet counts.

For the 1992 report year, Form 001 was revised to include information on the Chief Executive Officer (CEO), demographic information, and a summary of modes and types of service. The demographic information identifies the urbanized areas served, as defined by the Bureau of Census, indicating service to non-urbanized (rural) areas and providing service area square miles and population as defined in the Americans with Disabilities Act (ADA). A summary of modes and types of service indicates which modes are included in the report and whether these modes are directly operated or are part of a purchased service agreement.

Beginning with the 1996 report year, FTA began statewide analysis of transit data. Addresses and zip codes are used to assign data to a state.

DATA AVAILABILITY

Most of the information on Form 001 is not provided in the published Data Tables or on Lotus diskettes. All of the information on this form is contained on 9-track tapes and other media containing the entire data set. Refer to the Chapter on “Data Availability.”

(1983)

Form No. 001
TRANSIT SYSTEM IDENTIFICATION SCHEDULE

TRANSIT SYSTEM ID ☐☐☐☐ FISCAL YEAR ☐☐ ☐☐ ☐☐

Month *Day* *Year*

1. Transit system name: ____________________

____

____

2. Transit system address:

Street Address ____________________

City ____________________

State ☐☐ Zip Code ☐☐☐☐☐

3. Person to be contacted regarding the report:

____________________, ____________________

Last Name First Name and Initial(s)

Title ____________________

Telephone ☐☐ ☐☐☐ ☐☐☐☐ ☐☐☐☐☐

Area Code Number Extension

4. Please check the instruction manual under which you are reporting (see the Preface to the instruction manual)

☐ R Required Manual

☐ A Level A Voluntary Manual

☐ B Level B Voluntary Manual

☐ C Level C Voluntary Manual

5. Please indicate the mode(s) which you are reporting

☐ 1 Motor Bus

☐ 2 Rail Rapid Transit

☐ 3 Street Car

☐ 4 Trolleybus

☐ 5 Demand Response

☐ 6 Ferryboat

☐ 9 Other

Identify ____________

____

____

6. Please indicate the number of revenue vehicles in your fleet(s) as of the end of the fiscal year being reported.

☐☐☐☐ A Rail rapid transit cars

☐☐☐☐ B Street cars

☐☐☐☐ C Trolleybuses

☐☐☐☐ D Motor Buses, Class A

☐☐☐☐ E Motor Buses, Class B

☐☐☐☐ F Motor Buses, Class C

☐☐☐☐ G Demand Response Vehicles

☐☐☐☐ H School Buses

☐☐☐☐ I Ferry Boats

☐☐☐☐ Y Other Revenue Vehicles

7. Is this report a consolidation of two or more systems? (Please review instructions)

Yes ☐ No ☐

FORM 001

TRANSIT SYSTEM IDENTIFICATION SCHEDULE

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

1. Transit system name: ____________________

2. Transit system address:
Street address ____________________
City ____________________
State ____________ Zip Code ____________

3. Person to be contacted regarding this report:
____
Last Name First Name and Initial(s)
Title ____________________
Telephone ____________________
area code number extension

4. Reporting Level:

☐ R - Required Level

☐ A - A Level (Voluntary)

☐ B - B Level (Voluntary)

☐ C - C Level (Voluntary)

5. Type of organization: (Check one only)

☐ A. Public agency or authority which directly operates all transit service (not a State DOT)

☐ B. Public agency or authority which contracts for some or all transit service (not a State DOT)

☐ C. State Department of Transportation

☐ D. Private carrier under contract to one or more public agencies

☐ E. Private carrier not under contract to a public agency

☐ F. Other (describe on Form 005)

(1992 - 1997)

Transit Agency Identification
Form (001)

NTD ID

☐ Form 005 Included

Fiscal Year Ending

1. Transit agency identification information

Transit agency name

Street mailing address

City State Zip Code

2. Chief Executive Officer information

CEO name Telephone

Title Ext.

Street mailing address FAX

City State Zip Code

3. Person to be contacted regarding this report

Name Telephone

Title Ext.

Street mailing address FAX

City State Zip Code

4. Demographic information

UZAs served: Primary Others

Non-UZAs served: ☐ Yes ☐ No

Service area information: Square miles Population

5. Type of organization (check one box only)

☐ A. Public agency or authority that directly operates all transit service (not a State DOT).
☐ B. Public agency or authority that contracts for some or all transit service (not a State DOT).
☐ C. State Department of Transportation.
☐ D. Private carrier under contract to one or more public agencies.
☐ E. Private carrier not under contract to a public agency, and not receiving FTA Urbanized Area Formula funds.
☐ F. Other. Describe on a Supplemental Information Form (005).

6. Summary of modes and types of service (check all boxes that apply for those services included in your report)

	AG	CC	CR	DR	FB	HR	IP	JT	LR	MB	MO	PB	TB	TR	VP	OR
Directly operated	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Purchased transportation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Date Prepared Date Updated

CONTRACTUAL RELATIONSHIP IDENTIFICATION FORM (002)

DESCRIPTION OF THE DATA

This form was added to the reporting requirement for the National Transit Database beginning with the 1984 report year. Form 002 identifies all buyers (purchasers) and sellers (providers) of purchased transportation services. All contractual relationships engaged in by transit reporters for providing or acquiring purchased transportation services are reported on this form. If a reporter is engaged in more than one such contractual relationship, a separate Form 002 is submitted for each contract.

Form 002 allows a distinction between directly operated services and purchased transportation services and reduces inconsistent reporting and the potential for double-counting purchased transportation services. For example, until 1984 additional transit services provided by a contractor were previously included with other services operated by the reporter.

Because a separate Form 002 is used for each contract, there may be multiple forms in the database.

CHANGES TO THE DATA

The reporting procedures for the National Transit Database require that data for services provided under contract be separated from data for other operations. These procedures more clearly distinguish directly operated services from purchased services than was previously possible. The reporting agency must submit a separate set of operating data forms (400 series) for purchased transportation (contracted) services. A reporter using over a certain threshold must submit a separate report for the agency providing the purchased transportation.

The threshold for this requirement has been changed several times: for 1984 through 1991, contractors using less than 50 vehicles to provide annual maximum service are required to submit a separate set of 400 series forms for reporting operating data. For contractors using 50 or more vehicles to provide purchased service, a separate report must be submitted for or by the contractor.

Beginning with the 1992 report year, the threshold for submitting a separate report was raised to 100 vehicles in annual maximum service.

For 1985, two additional data items were included. The number of vehicles used for contracted service was added on line 6. The contract amount for the purchased transportation service is reported on line 7. This latter figure should equal the amount reported on other financial forms. For the 1988 report year, lines 6, 7, and 8 were updated to divide a transit system's data by mode.

For the 1991 report year, an additional item was added to Form 002. The contracting agency was required to report additional operating costs incurred related to the contract. For example, contract administration costs, customer or information services, advertising and other services or supplies provided under the contract are now reported on Form 002. This information is contained in Item 9 for the 1991 report year and in Item 6 for subsequent report years.

For 1992, several changes were made to Form 002. In addition to identification of buyers (purchasers) and sellers (providers) of purchased transportation, the NTD ID numbers are also included in Item 1, so that a clear relationship between reporters could be made in the database. Item 7 records any fare revenues returned to the buyer of purchased transportation services.

For 1995, Form 002 was revised to include information on the type of demand response provider or program (e.g., taxicab operator, social service agency). This information is provided on line 2.

For 1996, reporters were required to report more detailed information on the full cost of purchased transportation service expenses and all non-financial operating statistics. To capture the full cost of purchased transportation services, any non-contract expenditures related to the purchased service are reported on line 8. These are the costs incurred by the seller when the purchased transportation agreement does not pay for the full cost of the service.

For 1997, FTA no longer requires item 8, non-contract expenditures by the seller. Data Waivers for Demand Reponse service is no longer applicable.

DATA AVAILABILITY

All of the information on Form 002 is contained on 9-track tapes. This information is not available in the published Data Tables or on Lotus diskettes, but is available from the complete data set. Refer to the Chapter on “Data Availability.”

(1984)

FORM 002 Page of

CONTRACTUAL RELATIONSHIP IDENTIFICATION SCHEDULE

(Use as many pages as necessary)

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

1. Name of agency or carrier: ______
2. Address ______
   City ______
   State ______ Zip Code ______
3. Name of contact person: ______
   Title ______
   Telephone ______ area code number extension

4. Agency in Item 1 is:
   - ☐ A. Public agency contracting for transit service
   - ☐ B. Other public agency providing transit service under contract
   - ☐ C. Private carrier providing transit service under contract
   - ☐ D. Private carrier contracting for transit service
   - ☐ E. Other (describe on Form 005)

5. Nature of contractual relationship (check all boxes that apply):
   - ☐ A. Cash reimbursement of some or all of contract carrier's operating deficit
   - ☐ B. Cash payment to contract carrier for specific mass transportation services
   - ☐ C. Cash reimbursement to contract carrier for reduced fare programs
   - ☐ D. Vehicles are given, loaned, or leased for below market value to contract carrier
   - ☐ E. Other. Explain monetary consideration received and obligations incurred by contract carrier on Form 005.

(1985 - 1987)

FORM 002 Page of

CONTRACTUAL RELATIONSHIP IDENTIFICATION SCHEDULE

(Use as many pages as necessary)

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐ Mode(s) ____
Month Day Year ____
____

1. Name of agency or carrier: ____________________
2. Address ____________________
City ____________________
State ____________ Zip Code ____________
3. Name of contact person: ____________________
Title ____________________
Telephone ____________________
area code number extension

4. Agency in Item 1 is:

☐ A. Public agency contracting for transit service
☐ B. Other public agency providing transit service under contract
☐ C. Private carrier providing transit service under contract
☐ D. Private carrier contracting for transit service
☐ E. Other (describe on Form 005)

5. Nature of contractual relationship (check all boxes that apply):

☐ A. Cash reimbursement of some or all of contract carrier's operating deficit
☐ B. Cash payment to contract carrier for specific mass transportation services
☐ C. Cash reimbursement to contract carrier for reduced fare programs
☐ D. Vehicles are given, loaned, or leased for below market value to contract carrier
☐ E. Other. Explain monetary consideration received and obligations incurred by contract carrier on Form 005.

6. Number of vehicles used for contracted service: ____________
7. Contract Amount: $ ____________

(1988 - 1990)

FORM 002 Page ☐ of ☐

CONTRACTUAL RELATIONSHIP IDENTIFICATION SCHEDULE

(Use as many pages as necessary)

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

Mode(s) ____ ____ ____

1. Name of contractor*: ____________________
2. Address ____________________
City ____________________
State ____________ Zip Code ____________
3. Name of contact person: ____________________
Title ____________________
Telephone ____________________
area code number extension
4. Agency in Item 1 is:
   - ☐ A. Public agency contracting for transit service
   - ☐ B. Other public agency providing transit service under contract
   - ☐ C. Private carrier providing transit service under contract
   - ☐ D. Private carrier contracting for transit service
   - ☐ E. Other (describe on Form 005)
5. Nature of contractual relationship (check all boxes that apply):
   - ☐ A. Cash reimbursement of some or all of contract carrier's operating deficit
   - ☐ B. Cash payment to contract carrier for specific mass transportation services
   - ☐ C. Cash reimbursement to contract carrier for reduced fare programs
   - ☐ D. Vehicles given, loaned, or leased for below market value to contract carrier
   - ☐ E. Other. Explain monetary consideration received and obligations incurred by contract carrier on Form 005
6. Number of vehicles operated in maximum service under contract by mode: ____ ____
7. Contract amount by mode: $________ $________ $________ ________
8. Revenues retained by mode: ☐ yes ☐ no
If yes, actual amount on annual basis $________ $________ $________

*If report is by or for contractor operating 50 or more vehicles, this should be the name of the public agency contracting for service.

Date Prepared ____________ Date Updated ____________

(1991)

Form 002 Page ☐ of ☐

Contractual Relationship Identification

(Use one form for each contract)

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

1. **Name of contractor*** ______________________________

* *If you are the contractor filing this report, enter the name of the agency who has contracted with you to provide the purchased transportation services.*

2. **Mailing address** ______________________________

City ____________________ State ____________________ Zip code ____________________

3. **Name of contact person** ______________________________

Title ______________________________

Telephone ______________________________
Area code Number Extension

4. **Agency in Item 1**

- ☐ A. Public agency contracting for transit service
- ☐ B. Other public agency providing transit service under contract
- ☐ C. Private carrier providing transit service under contract
- ☐ D. Private carrier contracting for transit service
- ☐ E. Other (describe on Form 005)

5. **Nature of contractual relationship (check all boxes that apply)**

- ☐ A. Cash reimbursement of some or all of contract carrier's operating deficit
- ☐ B. Cash payment to contract carrier for specific mass transportation services
- ☐ C. Cash reimbursement to contract carrier for reduced fare programs
- ☐ D. Vehicles given, sold, loaned, or leased for below market value to contract carrier
- ☐ E. Other. Explain monetary consideration received and obligations incurred by contract carrier on Form 005

	Mode:	*Mode:*	*Mode:*
6. **Number of vehicles operated in maximum service under contract by mode**			
7. **Contract expenditures by mode**			
8. **Revenues retained by mode**			
9. **Other costs incurred by contracting agency**			

Date Prepared ____________________ Date Updated ____________________

Contractual Relationship Identification Form (002)

Section 15 ID ☐☐☐☐

☐ Form 005 Included

page ☐☐ of ☐☐

(Use one form for each contract)

1. **Contractual relationship** (check one box only)

☐ A. System named on the Transit System Identification Form (001) is the buyer of transportation services whose purchased transportation services are included in this report.

Seller's name

Section 15 ID ☐☐☐☐

☐ B. System named on the Transit System Identification Form (001) is the buyer of transportation services. The buyer and seller each file their own separate report.

Seller's name

Section 15 ID ☐☐☐☐

☐ C. System named on the Transit System Identification Form (001) is the seller of transportation services. The buyer and seller each file their own Section 15 report.

Buyer's name (Public Agency)

Section 15 ID ☐☐☐☐

☐ D. System named on the Transit System Identification Form (001) is the seller of transportation services and is filing on behalf of a public agency.

Buyer's name (Public Agency)

N/A
Section 15 ID

2. **Monetary nature of contractual relationship** (check all boxes that apply)

☐ A. Cash reimbursement of some or all of seller's operating deficit.

☐ B. Cash payment to seller for specific mass transportation services.

☐ C. Cash reimbursement to seller for reduced fare programs.

☐ D. Vehicles given, sold, loaned, or leased for below market value to seller.

☐ E. Other. Explain monetary consideration received and obligations incurred by seller on a Supplemental Information Form (005).

	Mode:	*Mode:*	*Mode:*
3. **Number of vehicles operated in maximum service under contract**			
4. **Contract expenditures by buyer**			
5. **Revenues retained by seller**			
6. **Other costs incurred by the buyer**			
7. **Revenues returned to the buyer**			

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

☐ Form not applicable
NTD ID ☐☐☐☐
☐ Form 005 Included

Contractual Relationship Identification Form (002)

page ☐☐ of ☐☐
(Use one form for each contract)

1. **Contractual relationship** (check one box only)

☐ A. System named on the Transit Agency Identification Form (001) is the buyer of transportation services whose purchased transportation services are included in this report.

Seller's name

☐ B. System named on the Transit Agency Identification Form (001) is the buyer of transportation services. The buyer and seller each file their own separate report.

Seller's name

NTD ID ☐☐☐☐

☐ C. System named on the Transit Agency Identification Form (001) is the seller of transportation services. The buyer and seller each file their own NTD report.

Buyer's name (Public Agency)

NTD ID ☐☐☐☐

☐ D. System named on the Transit Agency Identification Form (001) is the seller of transportation services and is filing on behalf of a public agency.

Buyer's name (Public Agency)

NTD ID ☐☐☐☐

2. **Description of demand response provider** (check one box only)

☐ A. Social service agency
☐ B. Taxicab operator
☐ C. Brokerage system
☐ D. User-side subsidy program
☐ E. Other. Describe type of agency on a Supplemental Information Form (005).

3. **Monetary nature of contractual relationship** (check all boxes that apply)

☐ A. Cash reimbursement of some of seller's operating deficit.
☐ B. Cash reimbursement of all of seller's operating deficit.
☐ C. Cash payment to seller for specific mass transportation services.
☐ D. Cash reimbursement to seller for reduced fare programs.
☐ E. Vehicles given, sold, loaned, or leased for below market value to seller.
☐ F. Other. Explain monetary consideration received and obligations incurred by seller on a Supplemental Information Form (005).

	Mode:	*Mode:*	*Mode:*
4. Number of vehicles operated in maximum service under contract			
5. Contract expenditures by the buyer			
6. Revenues retained by the seller			
7. Other costs incurred by the buyer			
8. Revenues returned to the buyer			

Date Prepared ☐☐☐☐☐☐ Date Updated ☐☐☐☐☐☐

☐ Form not applicable

NTD ID

☐ Form 005 Included

Contractual Relationship Identification Form (002)

page of

(use one form for each contract)

1. **Contractual relationship** (check one box only)

☐ A. Transit agency named on the Transit Agency Identification Form (001) is the buyer of transportation services whose purchased transportation services are included in this report.

Seller's name

☐ B. Transit agency named on the Transit Agency Identification Form (001) is the buyer of transportation services. The buyer and seller each file their own separate report.

Seller's name

NTD ID

☐ C. Transit agency named on the Transit Agency Identification Form (001) is the seller of transportation services. The buyer and seller each file their own NTD report.

Buyer's name (Public Agency)

NTD ID

☐ D. Transit agency named on the Transit Agency Identification Form (001) is the seller of transportation services and is filing on behalf of a public agency.

Buyer's name (Public Agency)

NTD ID

2. **Description of demand response provider** (check one box only)

☐ A. Social service agency

☐ B. Taxicab operator

☐ C. Brokerage system

☐ D. User-side subsidy program

☐ E. Other. Describe type of agency on a Supplemental Information Form (005).

3. **Monetary nature of contractual relationship** (check all boxes that apply)

☐ A. Cash reimbursement of some of seller's operating deficit.

☐ B. Cash reimbursement of all of seller's operating deficit.

☐ C. Cash payment to seller for specific mass transportation services.

☐ D. Cash reimbursement to seller for reduced fare programs.

☐ E. Vehicles given, sold, loaned, or leased for below market value to seller.

☐ F. Other. Explain monetary consideration received and obligations incurred by seller on a Supplemental Information Form (005).

	Mode:	*Mode:*	*Mode:*
4. **Number of vehicles operated in maximum service under contract**			
5. **Contract expenditures by the buyer**			
6. **Fare revenues retained by the seller**			
7. **Other costs incurred by the buyer**			
8. **Non-contract expenditures by the seller**			
9. **Fare revenues returned to the buyer**			

Date Prepared

Date Updated

MODES AND VEHICLE SUMMARY FORM, DIRECTLY OPERATED SERVICE (003)

DESCRIPTION OF THE DATA

This form was included in the reporting requirement for the National Transit Database for the 1984 through 1991 report years. Form 003 contains data for directly operated services only, and excludes vehicles used to provide purchased transportation services. Forms 003 and 004 allow distinctions between vehicles used for directly operated services and purchased transportation services.

Form 003 reports vehicles required to operate peak service and vehicles available for peak service. By contrast, the 1983 version of Form 001 reported only total revenue fleet. Because this figure included all vehicles used in revenue service during the fiscal year, it was more encompassing than either vehicles required to operate peak service or vehicles available for peak service. Total revenue fleet data were eliminated from Form 001 and were reported on Form 003/004 for the 1984 through 1990 report years. Beginning with the 1991 report year, information on the number of vehicles operated in peak periods is reported on Form 406 and 407. Total fleet data is reported on Form 408.

Detailed vehicle fleet definitions follow:

- Vehicles required to operate peak service (Forms 003/004 and Form 406/407) -- For each mode, this is the number of vehicles required to meet the maximum scheduled peak service requirements, whenever during the day and week this peak occurs. This number excludes vehicle spares (extra, backup, and out-of-service vehicles, and vehicles in or awaiting maintenance).

  If the number of vehicles required to operate peak service varies during the year (i.e., different schedules are in effect which require different numbers of peak service vehicles), the highest figure is reported. However, this count is not taken on a day when a special event or extreme set of circumstances would cause the resulting tally to represent a one time rather than a recurring maximum service requirement.

- Vehicles available for peak service (Forms 003/004 and Form 406) -- For each mode, this is equal to the vehicles required to operate peak service plus vehicle spares (extra, backup, and vehicles in or awaiting maintenance). In some cases, the vehicles available for peak service for a given mode vary during the year.

The reported figure should represent the same time period as the number of vehicles required to operate peak service.

- Total revenue fleet (previous Form 001) -- For each mode, this is the total number of vehicles owned, leased, or borrowed. It is equal to the total active fleet plus vehicles awaiting sales, vehicles saved for parts, strategic reserve or "mothballed" vehicles, etc.

"Vehicles required to operate peak service" is used: to determine transit system size for reporting; in performance measures included in the published Data Tables; and on diskettes to group transit systems by size in the published tables. The number of revenue vehicles needed to operate peak service generally is superior to total revenue fleet (the previous measure used) as an indicator of system size because it more accurately reflects the demands upon the transit system to provide service.

"Total revenue fleet," which was previously collected at the end of the fiscal year and reported on the previous Form 001, was renamed and redefined for clarity. Before this clarification for the 1983 and future reports, it is possible that some reporters interpreted "total revenue fleet" variously as "vehicles required to operate peak service," "vehicles available for peak service," or “all vehicles owned.” Total revenue fleet now corresponds to "total fleet" (including vehicles awaiting sale, vehicles saved for parts, "mothballed" vehicles, etc.), which continues to be reported on Form 408. This assures continuity between previous and current fleet size data.

Information on the "total active fleet" (including spares) is reported on Form 408. Prior to the 1983 report year, Form 408 did not specify when inventories should be taken. For consistency, inventories are now required to be taken at the end of the reporter's fiscal year.

Previous forms and fleet size definitions did not clearly state either the categories of vehicles to be counted or the times when inventories were to be taken, resulting in some inconsistencies in reporting vehicles. The form changes improve the clarity and consistency of fleet size data, reflect current industry definitions, and create a more reliable data set for maintenance, capital investment, and other analyses.

Special Note on the Determination and Reporting of Fleet Size. Additional data on total and active vehicle fleets, inventoried at the end of the reporter's fiscal year, are reported on Form 408. The key to understanding the various reporting requirements for vehicle fleets is the specific time periods used for taking count. Forms 003 and 004 are concerned primarily with determining vehicle requirements under conditions of maximum service demand, whenever such maximum demand occurs during the year. Form 408 is concerned primarily with establishing a count of both active and inactive vehicles at fiscal year end, including vehicles that have been in revenue service but are now being stored for emergency contingency use, awaiting sale, etc. These different measurements of vehicle fleet size are summarized below.

Forms 003/004	Form 408
Time Period: Varies: measured on the day and week of the year the reporter's annual maximum service occurs.	Time Period: Fixed: measured at end of reporter's fiscal year.
Maximum Service Fleet: Includes only vehicles in operation to meet annual maximum needs. Excludes standby or spare vehicles, out-of-service vehicles, and vehicles in or awaiting maintenance.	Vehicles in Total Fleet: Includes all vehicles held by a reporter, including those in storage, emergency contingency fleet 1/, awaiting sale, etc.
Total Active Service Fleet: Equal to the maximum service fleet plus spares, out-of-service vehicles, and vehicles in or awaiting maintenance. Excludes vehicles being held for sale, emergency contingency use 1/, etc.	Active Vehicles in Fleet: The number of vehicles in the year-end fleet that are available to operate in revenue service (including vehicles temporarily out-of-service for routine maintenance and minor repairs).

1/ Emergency contingency fleet: Includes vehicles in an emergency contingency plan approved by FTA for setting aside certain revenue vehicles. Usually these vehicles are at least 12 years old or have 500,000 accumulated miles. They are retired or stored and are not ordinarily used in regular service.

CHANGES TO THE DATA

Form 003 was included in the requirement for the National Transit Database for the 1984 through the 1990 report years. For 1988 this form was revised. Columns D and G, which indicate the number of vehicles per vehicle type, were eliminated. In addition, "Vehicles Operated in Maximum Service" and "Vehicles Available for Maximum Service" which were previously identified by vehicle type, number, and ownership were realigned. A single number is now entered for these items. Beginning with the 1991 report year, this form was eliminated from the reporting system. All vehicle fleet data is now reported on Forms 406 and Form 408.

DATA AVAILABILITY

The vehicle count used to determine transit system size for the 1984 through 1991 Data Tables is taken from Form 003/004. In addition, maximum service data from this form are used in some of the performance measures in the published Data Tables or on Lotus diskettes. All other data contained on Form 003/004 must be obtained from the complete data set.

(1984 - 1987)

FORM 003 Page of

MAXIMUM SERVICE VEHICLES SUMMARY SCHEDULE -- DIRECTLY OPERATED SERVICE

(Use as many pages as necessary)

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month *Day* *Year*

		VEHICLES OPERATED IN MAXIMUM SERVICE				VEHICLES AVAILABLE FOR MAXIMUM SERVICE		
a	*b*	*c*	*d*	*e*		*f*	*g*	*h*
Line No.	MODE	VEHICLE TYPE	NUMBER	OWNERSHIP CODE		VEHICLE TYPE	NUMBER	OWNERSHIP CODE
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

(1988 - 1990)

FORM 003 Page ☐ of ☐

MAXIMUM SERVICE VEHICLES SUMMARY SCHEDULE -- DIRECTLY OPERATED SERVICE

(Use as many pages as necessary)

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐

Month *Day* *Year*

a Line No.	b MODE	c VEHICLE TYPE	d OWNERSHIP CODE	e VEHICLES OPERATED IN MAXIMUM SERVICE	f VEHICLES AVAILABLE FOR MAXIMUM SERVICE
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Date Prepared ____________ Date Updated ____________

MODES AND VEHICLES SUMMARY FORM, PURCHASED TRANSPORTATION (004)

DESCRIPTION OF THE DATA

This form is the same as Form 003, but was used for vehicles used in the operation of purchased transportation (contracted) service. Definitions and codes used for Form 003 also are used for Form 004. See Form 003 for more detailed explanations and for special notes on the determination and reporting of vehicle fleet size.

For 1984 through 1990, Form 004 was completed by all transit systems reporting purchased services, except where a single service provider uses 50 or more peak period vehicles to provide the purchased service and separate reports are required.

The vehicle data for all other contract carriers (i.e., each using fewer than 50 peak service vehicles) are aggregated on Form 004 for 1984 through 1990.

Note that if a contract carrier provides services in addition to those being reported as purchased service, the figures reported should reflect only those vehicles in the carrier's fleet which are used to provide the contract services (i.e., vehicles required to operate peak service and vehicle spares).

CHANGES TO THE DATA

Form 003 was included in the reporting requirement for the 1984 through the 1990 report years. For 1988 this form was revised. Columns D and G, which indicate the number of vehicles per vehicle type, were eliminated. In addition, "Vehicles Operated in Maximum Service" and "Vehicles Available for Maximum Service" which were previously identified by vehicle type, number, and ownership were realigned. A single number is now entered for these items. Vehicle fleet data is now reported on Form 406 and 408.

DATA AVAILABILITY

All of the information on Form 004 is contained on 9-track tapes. The vehicle count used to determine transit system size in the published Data Tables and diskettes is taken from Form 003/004 for 1984 through 1990. In addition, maximum service data from this form were used in some performance measures in the published Data Tables and Transit Profiles. All other data contained on Form 003/004 must be obtained from the complete data set.

(1984 - 1987)

FORM 004 Page of

MAXIMUM SERVICE VEHICLES SUMMARY SCHEDULE -- PURCHASED TRANSPORTATION

(Use as many pages as necessary)

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

		VEHICLES OPERATED IN MAXIMUM SERVICE			VEHICLES AVAILABLE FOR MAXIMUM SERVICE		
a	*b*	*c*	*d*	*e*	*f*	*g*	*h*
Line No.	MODE	VEHICLE TYPE	NUMBER	OWNERSHIP CODE	VEHICLE TYPE	NUMBER	OWNERSHIP CODE
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

(1988 - 1990)

FORM 004 Page ☐ of ☐

MAXIMUM SERVICE VEHICLES SUMMARY SCHEDULE -- PURCHASED TRANSPORTATION

(Use as many pages as necessary)

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

a Line No.	b MODE	c VEHICLE TYPE	d OWNERSHIP CODE	e VEHICLES OPERATED IN MAXIMUM SERVICE	f VEHICLES AVAILABLE FOR MAXIMUM SERVICE
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
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17					
18					
19					
20					

Date Prepared ______________ Date Updated ______________

SUPPLEMENTAL INFORMATION FORM (005)

DESCRIPTION OF THE DATA

This is an optional form included as part of the reporting requirement for the National Transit Database beginning with the 1984 report year. It allows reporters to provide narrative information describing the services covered by their report. Typically, it is used to describe service start-ups, major fare changes, strikes, and other significant service interruptions. It also is used, for example, to summarize fare structures, describe service areas, or clarify any unusual circumstances relevant to the data being reported. In addition, it assists FTA in understanding changes in vehicle miles and hours, operating costs, passenger trips, fare revenues and other changes in transit services.

Form 005 adds important information to the National Transit Database. Transit industry representatives and analysts caution against using these data for comparisons among transit operators, who operate in very different environments. This optional form allows reporters to document significant conditions that affect their service, and reduces the potential for distorted comparisons. Information on this form also provides a guide for interpretation of data reported on other forms.

Because only one box on each form is used to describe supplemental information, there may be multiple forms in the database.

CHANGES TO THE DATA

Form 005 was included in the reporting requirement beginning with the 1984 report year. For the 1985 report year, Form 005 was revised to include seven additional cells (lines 8 through 14) for more detailed explanations of data contained in the report. For the 1989 report year, Form 005 was again revised to include more data cells. In addition to including more cells, the boxes were realigned. For example, for the 1985 report year, a fleet total discrepancy was indicated on line 7. For 1989, this discrepancy is indicated on line number 18. Because these forms were eliminated from the reporting requirement, items referring to vehicle fleet discrepancies reported on Form 003 and 004 were deleted for the 1991 report year.

For 1992 the several changes were incorporated into Form 005. Information is added to cross reference supplemental data to a particular form, mode, type of service and page number, as applicable. In addition, two boxes were added. Box 9 was used to describe other sources of funding on the Capital Funding Form (103) and the Sources of Operating Funding Form (203) and Box 13 was used to clarify unusual features of a labor agreement featuring part-time labor.

Because 1993 was a mandatory reporting year, Box 14, describing passenger mile sampling waivers, was deleted. In 1994, it was again included on Form 005.

DATA AVAILABILITY

Because of its narrative structure, this form has not been included on data tapes, diskettes, or in the published Data Tables.

FORM 005

SUPPLEMENTAL INFORMATION SCHEDULE

(Use as many pages as necessary)

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Supplemental information which may be published in the Section 15 Annual Report. Check any of the following boxes that are applicable:

1. ☐ Major service start-up
2. ☐ Major service discontinuance
3. ☐ Major new equipment or facilities
4. ☐ Fare change
5. ☐ Strike
6. ☐ Other major service interruption
7. ☐ Fleet total discrepancy on Form 408

Description of above, plus any other relevant information (e.g. summary of fare structure). Note: Complete a separate page for each box checked.

FORM 005

SUPPLEMENTAL INFORMATION SCHEDULE

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month *Day* *Year*

Note: Use a separate page for each applicable item below. Check and describe only one item per page. Use as many pages as necessary.

1. ☐ Major service start-up
2. ☐ Major service discontinuance
3. ☐ Major new equipment or facilities
4. ☐ Fare change
5. ☐ Strike
6. ☐ Other major service interruption
7. ☐ Fleet total discrepancy (Form 408)
8. ☐ "Other" organization type (Form 001)
9. ☐ "Other" contractual relationship (Form 002)
10. ☐ "Other" mode(s) or vehicle type(s) (Forms 003/004)
11. ☐ "Other" reasons for days not operated (Forms 406/407)
12. ☐ Motorbus fixed guideway segments (Form 403)
13. ☐ Fare revenue retained by purchased service contractor (300 series forms)
14. ☐ Other

Description of above, plus any other relevant information.

FORM 005 Page ☐ of ☐

SUPPLEMENTAL INFORMATION SCHEDULE

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

Note: Use a separate page for each applicable item below. Check and describe only one item per page. Use as many pages as necessary.

1. ☐ Major service start-up
2. ☐ Major service discontinuance
3. ☐ Major new equipment or facilities
4. ☐ Fare change
5. ☐ Strike
6. ☐ Other major service interruption
7. ☐ "Other" organization type (Forms 001/002)
8. ☐ "Other" contractual relationship (Form 002)
9. ☐ Purchased transportation vehicles discrepancy (Forms 002/004)
10. ☐ "Other" mode(s), vehicle type(s), or ownership code(s) (Forms 003/004)
11. ☐ Vehicle type discrepancy (Forms 003/408)
12. ☐ Fixed/non-fixed guideway allocation methodology (Form 006)
13. ☐ Fare revenue retained by purchased service contractor (300 series forms)
14. ☐ Fare revenue returned to reporter by purchased service contractor (300 series forms)
15. ☐ Motorbus fixed guideway segments (Forms 006/403)
16. ☐ Passenger mile data with sampling waiver (Forms 406/407)
17. ☐ "Other" reasons for days not operated (Forms 406/407)
18. ☐ Fleet total discrepancy (Form 408)
19. ☐ Other

Description of above, plus any other relevant information.

Date Prepared ____________ Date Updated ____________

Form 005 **Page** ☐ **of** ☐

Supplemental Information

(Use as many pages as necessary)

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

If Form 005 pertains to Purchased Transportation please provide contractor name. ____________________

Note: Check and describe only one item per page.

1. ☐ Major service start-up
2. ☐ Major service discontinuance
3. ☐ Major new equipment or facilities
4. ☐ Fare change
5. ☐ Strike
6. ☐ Other major service interruption
7. ☐ "Other" organization type (Forms 001/002)
8. ☐ "Other" monetary consideration (Form 002)
9. ☐ Fixed/non-fixed guideway allocation methodology (Form 901)
10. ☐ Fare revenue retained by purchased service contractor (300 series forms)
11. ☐ Fare revenue returned to reporter by purchased service contractor (300 series forms)
12. ☐ Motorbus fixed guideway segments (Forms 403/901)
13. ☐ Passenger mile data with sampling waiver (Forms 406/407)
14. ☐ "Other" reasons for days not operated (Forms 406/407)
15. ☐ Other

Description of above, plus any other relevant information.

Date Prepared ____________________

Date Updated ____________________

Supplemental Information
Form (005)

page ☐☐ of ☐☐

(Use as many pages as necessary)

Section 15 ID ☐☐☐

Form number ☐☐ Mode ☐☐ Type of service ☐☐ Page ☐☐

Name of seller (contractor)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Section 15 ID (if applicable)

☐☐☐☐

Note: Check and describe only one item per page.

1. ☐ Major service start-up
2. ☐ Major service discontinuance
3. ☐ Major new equipment or facilities
4. ☐ Fare change
5. ☐ Strike or other major service interruption
6. ☐ "Other" organization type (Transit System Identification Form (001))
7. ☐ "Other" monetary consideration (Contractual Relationship Identification Form (002))
8. ☐ Fixed/non-fixed guideway allocation methodology (Section 9 Statistics Form (901))
9. ☐ Other funding sources (Capital Funding Form (103) & Sources of Operating Funding Form (203))
10. ☐ Fare revenue retained by purchased service provider (seller) (Operating Expenses Forms (301))
11. ☐ Fare revenue returned to buyer by purchased service provider (seller) (Operating Expenses Form (301))
12. ☐ Motorbus fixed guideway segments (Transit Way Mileage Form (403) and Section 9 Statistics Form (901))
13. ☐ Description of part-time employees (Transit System Employee Work Hours Form (404))
14. ☐ Passenger mile data with sampling waiver (Transit System Service (Non-Rail modes) Form (406) and Transit System Service (Rail Modes) Form (407))
15. ☐ Other

Description of item checked, plus any other relevant information.

Date Prepared ☐☐☐☐☐☐ Date Updated ☐☐☐☐☐☐

Supplemental Information
Form (005)

page of

(Use as many pages as necessary)

Section 15 ID

Form number	Mode	Type of service	Page

Name of seller (contractor)

Section 15 ID (if applicable)

Note: Check and describe only one item per page.

1. Major service start-up
2. Major service discontinuance
3. Major new equipment or facilities
4. Fare change
5. Strike or other major service interruption
6. Other organization type (Transit System Identification Form (001))
7. Other monetary consideration (Contractual Relationship Identification Form (002))
8. Fixed/non-fixed guideway allocation methodology (Section 9 Statistics Form (901))
9. Other funding sources (Capital Funding Form (103) & Operating Funding Form (203))
10. Fare revenue retained by purchased service provider (seller) (Contractual Relationship Form (002)) and/or (Operating Expenses Form (301))
11. Fare revenue returned to buyer by purchased service provider (seller) (Contractual Relationship Form (002)), (Operating Funding Form (203)) and/or (Operating Expenses Form (301))
12. Motorbus fixed guideway segments (Transit Way Mileage Form (403) and Section 9 Statistics Form (901))
13. Description of part time employees (Transit System Employee Form (404))
14. Other

Description of item checked, plus any other relevant information.

Date Prepared

Date Updated

Supplemental Information Form (005)

page ☐☐ of ☐☐

(use as many pages as necessary)

NTD ID ☐☐☐☐

Form number ☐☐ Mode Type of service ☐☐ Page ☐☐

Name of seller (contractor)

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

NTD ID (if applicable)

☐☐☐☐

Note: Check and describe only one item per page.

1. ☐ Major service start-up
2. ☐ Major service discontinuance
3. ☐ Major new equipment or facilities
4. ☐ Fare change
5. ☐ Strike or other major service interruption
6. ☐ Other organization type (Transit Agency Identification Form (001))
7. ☐ Other monetary consideration (Contractual Relationship Identification Form (002))
8. ☐ Fixed/non-fixed guideway allocation methodology (Urbanized Area Formula Statistics Form (901))
9. ☐ Other funding sources (Capital Funding Form (103) & Operating Funding Form (203))
10. ☐ Fare revenue retained by seller (Contractual Relationship Identification Form (002)), (Operating Funding Form (203)) and/or (Operating Expenses Form (301))
11. ☐ Fare revenue returned to buyer by seller (Contractual Relationship Identification Form (002)), (Operating Funding Form (203)) and/or (Operating Expenses Form (301))
12. ☐ Bus fixed guideway segments (Transit Way Mileage Form (403) and Urbanized Area Formula Statistics Form (901))
13. ☐ Description of part time employees (Transit Agency Employee Form (404))
14. ☐ Passenger mile data with sampling waiver (Transit Agency Service Form (406))
15. ☐ Other

Description of item checked, plus any other relevant information.

Date Prepared ☐☐☐☐☐ Date Updated ☐☐☐☐☐

SECTION 9 STATISTICS SUMMARY FORM (006)

DESCRIPTION OF THE DATA

This form was added to the reporting requirement beginning with the 1984 report year to summarize and allocate relevant data for the Formula Grant Program (formerly known as Section 9). Reporters completed this form if they provided service in one or more "large" Urbanized Areas (UZAs), i.e., UZAs with a population over 200,000. The Formula Grant Program apportions funds to large UZAs based in part on vehicle revenue miles, fixed guideway directional route miles, passenger miles, and operating expenses.

The Section 9 Statistics Summary Form was used by reporters to allocate statistics when service is provided both on fixed and non-fixed guideways. This optional allocation meets the requirements of the Formula Grant Program, which distributes funds in separate categories for fixed guideway and non-fixed guideway service.

The requirements for the National Transit Database specify that reporters divide ridership, service units, and costs when services are operated in more than one UZA, and/or when motorbus service is provided both on fixed guideways and in mixed traffic, to be in accordance with Formula Grant Program requirements.

CHANGES TO THE DATA

This form was added for the 1984 report year, and was slightly revised for the 1985 report year. Reporters were no longer required to enter the method used to allocate relevant statistics (lines 5, 15, and 25). In 1989, reporters were required to report operating expenses for the contract service providers (lines 9, 18, and 27).

Form 006 was eliminated for the 1991 report year. Information on the data used in the formula apportionment was reduced and placed on Form 901, "Urbanized Area Formula Statistics." Please refer to this form for information on the 1991 through 1995 report years.

DATA AVAILABILITY

The information provided on Form 006 may be obtained from the complete data set. Although a summary of data items from this form is contained in the published Data Tables, the remainder of the information is not available in the published Data Tables or on the diskettes, but is available by special request. Please refer to the Chapter on “Data Availability.”

Form 006 Page of

SECTION 9 STATISTICS SUMMARY

Transit ID

Fiscal Year End Month Day Year

Level

a	b	c	d	e	f	g	h
Line No		ANNUAL TOTAL	NON-UZA	UZA #	UZA #	UZA #	UZA #
01							
02	Mode Code						
03	Modal Type*						
04	Type of Service**						
05	Method***						
06	Directional Route Miles						
07	Vehicle Revenue Miles						
08	Passenger Miles						
09	Operating Cost (Reporting Agency)						
10	Operating Cost (Contractor(s))						
11	Retained Fare Revenue (Contractor)						
12	Mode Code						
13	Modal Type*						
14	Type of Service**						
15	Method***						
16	Directional Route Miles						
17	Vehicle Revenue Miles						
18	Passenger Miles						
19	Operating Cost (Reporting Agency)						
20	Operating Cost (Contractor(s))						
21	Retained Fare Revenue (Contractor)						
22	Mode Code						
23	Modal Type*						
24	Type of Service**						
25	Method***						
26	Directional Route Miles						
27	Vehicle Revenue Miles						
28	Passenger Miles						
29	Operating Cost (Reporting Agency)						
30	Operating Cost (Contractor(s))						
31	Retained Fare Revenue (Contractor)						

*FG = Fixed Guideway, NF = Non-Fixed Guideway **DO = Directly Operated Service, PT = Purchased Transportation Service

***PB = Percentage Based Distribution, AV = Absolute Values

(1984)

Form 006 Page of

SECTION 9 STATISTICS SUMMARY

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

a	b	c	d	e	f	g
Line No.		ANNUAL TOTAL	NON-UZA	UZA	UZA	UZA
01	UZA Number					
02	Mode Code					
03	FG/NF*					
04	Type of Service**					
05	Fixed Guideway Directional Route Miles					
06	Actual Vehicle Revenue Miles					
07	Passenger Miles					
08	Operating Expense (Reporting Agency)					
09	Operating Expense (Contract Service Provider(s))					
10	Retained Fare Revenue (Contract Service Provider(s))					
11	Mode Code					
12	FG/NF*					
13	Type of Service**					
14	Fixed Guideway Directional Route Miles					
15	Actual Vehicle Revenue Miles					
16	Passenger Miles					
17	Operating Expense (Reporting Agency)					
18	Operating Expense (Contract Service Provider(s))					
19	Retained Fare Revenue (Contract Service Provider(s))					
20	Mode Code					
21	FG/NF*					
22	Type of Service**					
23	Fixed Guideway Directional Route Miles					
24	Actual Vehicle Revenue Miles					
25	Passenger Miles					
26	Operating Expense (Reporting Agency)					
27	Operating Expense (Contract Service Provider(s))					
28	Retained Fare Revenue (Contract Service Provider(s))					

*FG = Fixed Guideway, NF = Non-Fixed Guideway

**DO = Directly Operated Service, PT = Purchased Transportation Service

(1985 - 1988)

(1989 - 1990)

Form 006 Page ☐ of ☐

SECTION 9 STATISTICS SUMMARY

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

a	b	c	d	e	f	g
Line No		ANNUAL TOTAL	NON-UZA	UZA	UZA	UZA
01	UZA Number					
02	Mode Code ☐☐					
03	FG/NF* ☐☐					
04	Type of Service** ☐☐					
05	Fixed Guideway Directional Route Miles					
06	Actual Vehicle Revenue Miles					
07	Passenger Miles					
08	Operating Expense (Reporting Agency)					
09	Retained Fare Revenue (Contract Service Provider(s))					
10	Mode Code ☐☐					
11	FG/NF* ☐☐					
12	Type of Service** ☐☐					
13	Fixed Guideway Directional Route Miles					
14	Actual Vehicle Revenue Miles					
15	Passenger Miles					
16	Operating Expense (Reporting Agency)					
17	Retained Fare Revenue (Contract Service Provider(s))					
18	Mode Code ☐☐					
19	FG/NF* ☐☐					
20	Type of Service** ☐☐					
21	Fixed Guideway Directional Route Miles					
22	Actual Vehicle Revenue Miles					
23	Passenger Miles					
24	Operating Expense (Reporting Agency)					
25	Retained Fare Revenue (Contract Service Provider(s))					

*FG = Fixed Guideway, NF = Non-Fixed Guideway **DO = Directly Operated Service, PT = Purchased Transportation Service

Date Prepared ____________ Date Updated ____________

CHAPTER 4. CAPITAL DATA

Capital data for the National Transit Database is reported on two forms. The first form, Form 101, is the Balance Sheet Summary Schedule. This form was used from 1978 through the 1991 report years and was eliminated beginning with the 1992 report year.

Form 103, which collects sources and uses of capital funding for transit, has undergone significant changes throughout the history of the National Transit Database. In 1978, the form collected only general information regarding capital funding. In 1995, the form began collecting far more detailed information including capital expenditures by mode. In addition to form changes, the capital information in the National Transit Database has undergone some definition changes and clarifications. Data users should review other related documents, including the Uniform System of Accounts (USOA).

BALANCE SHEET FORM (101)

DESCRIPTION OF THE DATA

For the 1979 through the 1991 report years, National Transit Database reporters submitted balance sheet information on Form 101. This form contained basic financial information on reporters' assets, liabilities, and capital at the end of each fiscal year. It included the value of materials and supplies inventory, rolling stock, facilities, and other assets. The balance sheet over time may be used for financial analysis, including tracking of grant expenditures from 1979 through 1991. Form 101 does not contain balance sheet information by mode (i.e., only a system summary is available).

CHANGES TO THE DATA

For the 1979 through 1991 report years, Form 101 was included in the reporting requirement for the National Transit Database. Because the information contained on this form is available from other sources, it was eliminated beginning with the 1992 report year.

DATA AVAILABILITY

Balance sheet information from Form 101 is not included in published Data Tables or on National Transit Database diskettes. Information for the 1979 through the 1991 report years is available on data tapes and on special data subsets. For more information, refer to the Chapter on "Data Availability."

(1978 - 1991)

FORM 101

BALANCE SHEET SUMMARY SCHEDULE

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

a Line No.	OBJECT CLASS	b DOLLAR AMOUNT	c DOLLAR AMOUNT
	ASSETS		
01	101. Cash and Cash Items		☐
02	102. Receivables		☐
03	103. Materials and Supplies Inventory		☐
04	104. Other Current Assets		☐
05	105. Work in Progress		☐
06	111. Tangible Transit Operating Property	☐	
07	Less Accumulated Depreciation	☐	☐
08	112. Tangible Property Other Than for Transit Operations	☐	
09	Less Accumulated Depreciation	☐	☐
10	121. Intangible Assests	☐	
11	Less Accumulated Amortization	☐	☐
12	131. Investments		☐
13	141. Special Funds		☐
14	151. Other Assets		☐
15	**TOTAL ASSETS**		☐
	LIABILITIES AND CAPITAL		
16	201. Trade Payables		
17	202. Accrued Payroll Liabilities		☐
18	203. Accrued Tax Liabilities		☐
19	204. Short-Term Debt		☐
20	205. Other Current Liabilities		☐
21	211. Advances Payable		☐
22	221. Long-Term Debt		☐
23	231. Estimated Liabilities		☐
24	241. Deferred Credits		☐
25	**TOTAL LIABILITIES**		☐
26	301. Public *(Governmental)* Entity Ownership		☐
27	302. Private Corporation Ownership		☐
28	303. Private Noncorporate Ownership		☐
29	304. Grants, Donations, and Other Paid-in Capital		☐
30	305. Accumulated Earnings *(Losses)*		☐
31	**TOTAL CAPITAL**		☐
32	**TOTAL LIABILITIES AND CAPITAL**		☐

CAPITAL SUBSIDIARY SCHEDULE, SOURCES OF PUBLIC CAPITAL ASSISTANCE (103)
and
CAPITAL FUNDING FORM (103)

DESCRIPTION OF THE DATA

The data contained on these forms identify capital assistance funds that are received from federal, state, and local government agencies. These funds are also identified by type (e.g., taxes, tolls). In later years, it also includes uses of capital funds in addition to sources of capital funding.

It is important to note that federal assistance to transit agencies is reported on an accrual basis. This means that the transit agencies record these funds as they are "earned," not when they are awarded the grants. Determination of when a grant is earned and should be reported is based on when the capital costs are actually incurred. For a more detailed explanation and definition of capital funds, data users are referred to the Reporter's Manual and the Uniform System of Accounts (USOA).

CHANGES TO THE DATA

Inclusion of Urbanized Area Formula Grant Program (Section 9) Funds. For the 1984 through the 1995 report years, this form was revised to add Urbanized Area Formula Program Funds (formerly known as Section 9a and Section 9 funds) to the Section 5 funds. These funding programs did not exist when the original form was designed in 1978.

Inclusion of Miscellaneous Funds. For the 1985 and 1990 report years, cells were added for miscellaneous sources of funding on line 20 of columns B and C (state and local sources). These cells were provided for reporters who use other types of funds to achieve the local matching requirement for Federal grants. Examples of such sources are profits from charter service, advertising, and private donations.

Inclusion of Transit Agency Funds/Directly Generated Funds. For the 1991 report year, a third column (column d) was added to the first page of this form to include funds generated directly by or donated directly to the transit agency. The name of this category was changed to "Directly Generated Funds" beginning with the 1992 report year.

Inclusion of Uses of Capital Funds. For the 1991 report year, a second page was added to this form to collect uses of capital funding. For each of the categories of capital funds expenditures, reporters entered the total cost incurred (Federal, state, local and transit agency sources). This section was divided into general categories: bus rolling stock; bus facilities; bus other; fixed guideway rolling stock; fixed guideway facilities; and fixed guideway other.

For the 1992 report year, this form was consolidated into a single page format and capital expenditures by mode became part of the reporting requirement. For the 1993 report year, Monorail and Publico were explicitly included.

For the 1994 report year, this form was reformatted and contains totals for Sources of Capital Funds applied and Uses of Capital Funds.

Inclusion of "Other" Category. Beginning with the 1993 report year, a new category called "Other" was added to the form. This captures information on funds obtained from non-tax sources such as development fees, where the transit agency or government entity has the legal authority to impose fees to be used exclusively for transit.

Collection of Data by Type of Service. For 1995, this form began collecting data by type of service (i.e., directly operated or purchased transportation service). Capital data for purchased transportation services are only for expenditures, both the capital funds applied and uses of capital funds, made by the buyers or using the buyer's funding sources for their purchased transportation service providers. Data for purchased transportation is required in alternating report years (i.e., it is optional for 1995 and required for 1996).

Collection of Data by Mode. For 1996, capital funds applied reflect system-wide statistics by type of service. In addition to type of service, capital expenditures are reported by mode.

DATA AVAILABILITY

All of the information on Form 103 is contained in the complete data set. Refer to the Chapter on “Data Availability.” In addition, these data are available at a summary level in the published Data Tables and National Transit Database diskettes. These summary level tables contain data on capital assistance at the Federal, state, and local levels classified as general funding or from dedicated sources.

(1978 - 1983)

Form No. 103

CAPITAL SUBSIDIARY SCHEDULE–
SOURCES OF PUBLIC CAPITAL ASSISTANCE

Transit System ID ☐☐☐☐

Level ☐

Fiscal Year Ended ☐☐ Month ☐☐ Day ☐☐ Year

LINE NO.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM	b	c
	PART A. FEDERAL GOVERNMENT		
	I. Funds Received from UMT Act of 1964, as amended		
01	A. Section 3 funds		☐
02	B. Section 5 funds		☐
03	C. Other UMTA Funds		☐
04	Total UMTA Funds		$ ☐
	II. Funds Received from other Department of Transportation Grant Programs *(Identify)*		
	____________________		
	____________________		
05	Total		$ ☐
	III. Other Federal Funding *(Identify)*		
	____________________		
	____________________		
06	Total		$ ☐
07	TOTAL FEDERAL ASSISTANCE		$ ☐

		STATE GOVERNMENT	LOCAL GOVERNMENT
	PART B. STATE/LOCAL GOVERNMENT		
08	I. Funds allocated to transit out of the general revenues of the government entity $	☐	☐
	II. Funds dedicated to transit at their source *(Non-general fund):*		
	A. Dedicated Taxes		
09	1. Income taxes	☐	☐
10	2. Sales taxes	☐	☐
11	3. Property taxes	☐	☐
12	4 Payroll taxes	☐	☐
13	5. Utility taxes	☐	☐
14	6. Commuter taxes	☐	☐
15	7. Gasoline taxes	☐	☐
	8. Other taxes *(Identify)*		
	____________________		
	____________________		
	____________________		
	____________________		
16	Total other taxes $	☐	☐
17	B. Bridges, Tunnel and Highway Tolls	☐	☐
	C. Other Dedicated Sources *(Identify)*		
	____________________		
	____________________		
	____________________		
	____________________		
18	Total Other Dedicated Sources $	☐	☐
19	TOTAL STATE/LOCAL ASSISTANCE $	☐	☐

rm UMTA F2710.12 (7-78)

FORM 103 (1984)

CAPITAL SUBSIDIARY SCHEDULE - SOURCES OF PUBLIC CAPITAL ASSISTANCE

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

a		b	c
Line No.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM		
	PART A. FEDERAL GOVERNMENT		
	I. Funds Received from UMTA Act of 1964, as amended		
01	A. Section 3 Funds		☐
02	B. Section 5, 9a, and/or 9 Funds		☐
03	C. Other UMTA Funds		☐
04	Total UMTA Funds		☐
	II. Funds Received from other Department of Transportation Grant Programs *(Identify)*		
	______________________		
	______________________		
05	Total		☐
	III. Other Federal Funding *(Identify)*		
	______________________		
	______________________		
06	Total		☐
07	TOTAL FEDERAL ASSISTANCE		☐
	PART B. STATE/LOCAL GOVERNMENT	STATE GOVERNMENT	LOCAL GOVERNMENT
	I. Funds allocated to transit out of the general		
08	revenues of the government entity	☐	☐
	II. Funds dedicated to transit at their source *(Non-General Fund)*:		
	A. Dedicated Taxes		
09	1. Income Taxes	☐	☐
10	2. Sales Taxes	☐	☐
11	3. Property Taxes	☐	☐
12	4. Payroll Taxes	☐	☐
13	5. Utility Taxes	☐	☐
14	6. Commuter Taxes	☐	☐
15	7 Gasoline Taxes	☐	☐
	8. Other Taxes *(Identify)*		
	______________________		
	______________________		
	______________________		
16	Total Other Taxes	☐	☐
17	B. Bridges, Tunnel, and Highway Tolls	☐	☐
	C. Other Dedicated Sources *(Identify)*		
	______________________		
	______________________		
	______________________		
18	Total Other Dedicated Sources	☐	☐
19	TOTAL STATE/LOCAL ASSISTANCE	☐	☐

(1985 - 1990)

FORM 103
CAPITAL SUBSIDIARY SCHEDULE - SOURCES OF PUBLIC CAPITAL ASSISTANCE

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

a		b	c
Line No.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM		
	PART A. FEDERAL GOVERNMENT		
	I. Funds received from UMTA Act of 1964, as amended		
01	Section 3 Funds		
02	Section 9 Funds		
03	Other UMTA Funds		
04	Total UMTA Funds		
	II. Funds received from other Department of Transportation Grant Programs *(Identify)*		
	______________________		
05	Total Other DOT Funds		
	III. Other Federal Funding *(Identify)*		
	______________________		
06	Total Other Federal Funding		
07	TOTAL FEDERAL ASSISTANCE		
	PART B. STATE/LOCAL GOVERNMENT	STATE GOVERNMENT	LOCAL GOVERNMENT
	I. Funds allocated to transit out of the general		
08	revenues of the government entity		
	II. Funds dedicated to transit at their source *(Non-General Fund)*:		
	Dedicated Taxes		
09	1. Income Taxes		
10	2. Sales Taxes		
11	3. Property Taxes		
12	4. Payroll Taxes		
13	5. Utility Taxes		
14	6. Commuter Taxes		
15	7. Gasoline Taxes		
	8. Other Taxes *(Identify)*		
	______________________		
	______________________		
16	Total Other Taxes		
17	Bridge, Tunnel, and Highway Tolls		
	III. Other Public Sources *(Identify)*		
	______________________		
	______________________		
18	Total Other Public Sources		
19	TOTAL STATE/LOCAL ASSISTANCE		
	PART C. MISCELLANEOUS SOURCES		
	Miscellaneous Sources of Funding *(Identify)*		
	______________________		
	______________________		
20	Total Miscellaneous Sources of Funding		

(1991)

Form 103 Page 1 of 2

Capital Funding

Transit ID ☐☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

	a	b	c	d
ine o.	**Capital Funds Applied to Transit System**			
	Part A. Federal government			
	I. Funds received from UMT Act of 1964, as amended			
01	Section 3 funds			
02	Section 9 funds			
03	Other UMTA funds			
04	Total UMTA funds			
	II. Funds received from other U.S. Department of Transportation grant programs *(identify)* ______			
05	Total other U.S. DOT funds			
	III. Other Federal funding *(identify)* ______			
06	Total other Federal funding			
07	**Total Federal assistance**			
	Part B. State and local sources	**State Funds**	**Local Funds**	**Transit Agency Funds**
	I. Funds allocated to transit out of the general			
08	revenues of the government entity			
	II. Funds dedicated to transit at their source			
	Dedicated taxes			
09	1. Income taxes			
10	2. Sales taxes			
11	3. Property taxes			
12	4. Gasoline taxes			
	5. Other taxes *(identify)* ______ ______ ______ ______			
13	Total other taxes			
14	Bridge, tunnel, and highway tolls			
	III. Other funds (identify) ______ ______ ______ ______			
15	Total other funds			
16	**Total State, local, and transit agency funding**			

Date Prepared ______________________ Date Updated ______________________

Form 103 Page 2 of 2

Capital Funding

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

a		b	c	d
Line No.	Uses of Capital Funds			
	I. Bus			▨
01	1. Rolling stock			
02	2. Facilities			
03	3. Other			
	II. Existing fixed guideway systems			▨
04	1. Rolling stock			
05	2. Facilities			
06	3. Other			
	III. New fixed guideway segments			▨
07	1. Rolling stock			
08	2. Facilities			
09	3. Other			
				▨
10	**Total Federal, State, local and transit agency expenditures**			
				▨

Date Prepared ________________

Date Updated ________________

(1992)

Section 15 ID ☐☐☐☐

☐ Form 005 Included

Capital Funding
Form (103)

a	b	c	d

Line No.	Capital Funds Applied to Transit System	
	Part A. Federal government	
	I. Funds received from FTA	
01	Section 3 funds	
02	Section 9 funds	
03	Other FTA funds	
04	**Total FTA funds**	
05	II. Funds received from other U.S. Department of Transportation grant programs	
06	III. Other Federal funding	
07	**Total Federal assistance**	

Line No.	**Part B. State and local sources**	State Funds	Local Funds	Directly Generated Funds
08	I. Funds allocated to transit out of the general revenues of the government entity			
	II. Funds dedicated to transit at their source			
	Dedicated taxes			
09	1. Income taxes			
10	2. Sales taxes			
11	3. Property taxes			
12	4. Gasoline taxes			
13	5. Other taxes			
14	Bridge, tunnel, and highway tolls			
15	III. Other funds			
16	**Total State, local, and directly generated funding**			

Uses of Capital Funds

Line No.	Mode	Rolling Stock	Facilities	Other	Total
17	AG				
18	CC				
19	CR				
20	DR				
21	FB				
22	HR				
23	IP				
24	JT				
25	LR				
26	MB - NF				
27	MB - FG				
28	TB				
29	TR				
30	VP				
31	**Total expenditures**				

Date Prepared ☐☐☐☐☐☐ Date Updated ☐☐☐☐☐☐

Form not applicable

Section 15 ID

Form 005 Included

Capital Funding
Form (103)

(1993)

ine o.	Capital Funds Applied to Transit System	b	c	d
	Part A. Federal government			
	I. Funds received from FTA			
01	Section 3 funds			
02	Section 9 funds			
03	Other FTA funds			
04	**Total FTA funds**			
05	II. Funds received from other U.S. Department of Transportation grant programs			
06	III. Other Federal funding			
07	**Total Federal assistance**			

	Part B. State and local sources	**State Funds**	**Local Funds**	**Directly Generated**
08	I. Funds allocated to transit out of the general revenues of the government entity			
	II. Funds dedicated to transit at their source			
	Dedicated taxes			
09	1. Income taxes			
10	2. Sales taxes			
11	3. Property taxes			
12	4. Gasoline taxes			
13	5. Other taxes			
14	Bridge, tunnel, and highway tolls			
15	Other dedicated funds			
16	III. Other funds			
17	**Total State, local, and directly generated funding**			

Uses of Capital Funds

	Mode	**Rolling Stock**	**Facilities**	**Other**	**Total**
18	AG				
19	CC				
20	CR				
21	DR				
22	FB				
23	HR				
24	IP				
25	JT				
26	LR				
27	MB - NF				
28	MB - FG				
29	MO				
30	PB				
31	TB				
32	TR				
33	VP				
34	OR				
35	**Total expenditures**				

Date Prepared

Date Updated

☐ Form not applicable
Section 15 ID ☐
☐ Form 005 Included

Capital Funding Form (103)

(1994 - 1995)

		b	c	d	e	f
ne o.	**Capital Funds Applied to Transit System**					
				Funds	**Funds**	**Total**
	Part A. Federal government					
	I. Funds received from FTA					
1	Section 3 funds					
2	Section 9 funds					
3	Other FTA funds					
4	**Total FTA funds**					
5	II. Funds received from other U.S. DOT grant programs					
6	III. Other Federal funding					
7	**Total Federal assistance**					
	Part B. State and local sources		**State Government Funds**	**Local Government Funds**	**Directly Generated Funds**	
8	I. Funds allocated to transit out of general revenues of the government entity					
	II. Funds dedicated to transit at their source					
	Dedicated taxes					
9	1. Income taxes					
0	2. Sales taxes					
1	3. Property taxes					
2	4. Gasoline taxes					
3	5. Other taxes					
4	Bridge, tunnel, & highway tolls					
5	Other dedicated funds					
6	III. Other funds					
7	**Total State, local, and directly generated funding**					
8	**Total capital funds applied to transit system**					

Uses of Capital Funds

	Mode	Rolling Stock	Facilities	Other	Total
9	MB - NF				
0	MB - FG				
1	☐☐				
2	☐☐				
3	☐☐				
4	☐☐				
5	☐☐				
6	☐☐				
7	☐☐				
8	☐☐				
9	**Total capital expenditures**				

Date Prepared ☐

Date Updated ☐

(1996 - 1997)

Form not applicable
TD ID ☐☐☐☐
Form 005 Included

Capital Funding
Form (103)

Type of Service ☐☐

	b	c	d	e	f

Capital Funds Applied to Transit Agency

	Funds	Funds	Total
Part A. Federal government sources			
I. Funds received from FTA			
Capital Program funds			
Urbanized Area Formula Program funds			
Other FTA funds			
Total FTA funds			
II. Funds received from other U.S. DOT grant programs			
III. Other Federal funds			
Total Federal funds			

Part B. State and local sources	State Government Funds	Local Government Funds	Directly Generated Funds	
I. Funds allocated to transit out of general revenues of the government entity				
II. Funds dedicated to transit at their source				
Dedicated taxes				
1. Income taxes				
2. Sales taxes				
3. Property taxes				
4. Gasoline taxes				
5. Other taxes				
Bridge, tunnel, & highway tolls				
Other dedicated funds				
III. Other funds				
Total State, local, and directly generated funds				
Total capital funds applied to transit agency				

Part C.

Uses of Capital Funds

Mode	**Rolling Stock**	**Facilities**	**Other**	**Total**
MB - NF				
MB - FG				
☐☐				
☐☐				
☐☐				
☐☐				
☐☐				
☐☐				
☐☐				
☐☐				
Total capital expenditures				

ate Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

CHAPTER 5. TRANSIT REVENUES and OPERATING FUNDING

The purpose of the forms in this chapter is to identify the origin and amount of operating funds expended from Federal, state, local, and directly generated sources. Beginning with the 1992 report year, these forms were substantially revised, consolidated, and restructured. To aid in historical analysis, the following list of forms is provided by report year. In most cases, the forms were eliminated and the data consolidated on other related forms.

Report Year	Reporting Form
1978 - 1991	Form 201 - Revenue Summary Schedule (Required - Level R) Form 202 - Revenue Detail Schedule (Voluntary - Levels A, B, C) Form 203 - Revenue Subsidiary Schedule - Sources of Public Assistance
1992	Form 201 - Revenue Summary Form Form 203 - Sources of Operating Funding Form
1993-1997	Form 203 - Operating Funding Form

REVENUE SUMMARY SCHEDULE (201)

DESCRIPTION OF THE DATA

This form was used by transit agencies to submit revenue data (e.g., passenger fares, non-transportation revenues) for 1978 through 1991. Fare revenues reported on Form 201 are for directly operated service only.

Breakdown of fares by mode is useful in certain analyses of transit services, including recovery of operating expenses from fares. Neither Form 201 nor Form 202 required revenue data by mode; only system-wide totals are required. Fares by mode are reported optionally.

CHANGES TO THE DATA

Allocation of Passenger Fares Among Modes. Prior to the 1984 report year, multi-mode reporters were not able to allocate passenger fares among modes. The revised Form 201 allows reporters to allocate passenger fares (revenue class 401) by mode. This allocation is optional.

Elimination of "Maintenance of Effort" Requirement. Revenue subject to "Maintenance of Effort Requirement" (line 18, column c on previous form) was no longer reported beginning with the 1984 report year. The FTA did not require this information for funds allocated in Federal fiscal years after 1982.

Consolidation of Form 201 with Form 202. For the 1992 report year, Form 201 and Form 202 were consolidated to make a single form. This change required reporting greater detail for reporters at the required level of reporting, but significantly reduced the amount of data required for voluntary level reporters. Prior to the 1992 report year, reporters used this to submit data at the required level (R-level) of detail. Voluntary level reporters (A-, B-, and C-levels) submitted more detailed revenue information on the three page Form 202. Forms 201 and 202 were eliminated for the 1993 report year. These data were consolidated with other similar information reported on Form 203.

Addition of Revenue Object Classes 414 and 415. These object classes, added in 1992, account for revenue accrued by a seller of transportation services through purchased transportation agreements. These are the contract revenues earned (payments and accruals) by a National Transit Database reporter under contract to another National Transit Database reporter or public agency. New object class 415 accounts for fare revenues returned by sellers (providers) to the reporter through purchased transportation agreements.

Optional Reporting. Beginning with the 1992 report year, the National Transit Database requirements were revised. Voluntary level reporting was eliminated. For 1992 and subsequent report years, reporters are required to submit only basic information. Optional information, which provides more detail, are subcategories of the basic object classes. Basic object classes are identified by the enclosed parenthesis in the cells on the form. For more information about reporting levels, data users are referred to Chapter 1.

Consolidation with Other Forms. Beginning with the 1993 report year, this form was consolidated with other data forms. The Operating Funding Form (203) partially incorporates previously reported data by describing the funding sources for operating expenditures using object classes 401 through 440. It is important to note, however, that the funds reported on this form need not be revenue earned during the reporting period; they may include revenue earned in prior reporting periods. In addition, the funds reported on this form reflect operating funds applied to transit service rather than all revenues earned during the reporting period.

Inclusion of "Other Dedicated Funds." For the 1993 report year, there was also the addition of a new category, "other dedicated funds," under funds dedicated to transit at their source. This captures information on funds obtained from non-tax sources such as development fees to be used exclusively for transit.

The form was restructured into four parts for sources of operating funds expended: directly generated; Federal government; state and local government; and passenger fares (optional information on passenger fares by mode for directly operated services). See Form 203 for additional details on the consolidated form.

DATA AVAILABILITY

Some of these data are provided at a summary level in the published Data Tables and on the National Transit Database diskettes. For example, sources of transit revenue are published in the 201 object class with some consolidation (e.g., object classes 402 through 406 are combined and published as "Other Transportation Revenue"). All of this information is available from 9-track tapes or from data subsets. Refer to the chapter on “Data Availability.”

(1979 - 1983)

Form 201

REVENUE SUMMARY SCHEDULE

Transit System ID ☐☐☐☐

Level R

Fiscal Year Ended ☐☐ *Month* ☐☐ *Day* ☐☐ *Year*

a		b	c
LINE NO.	**REVENUE OBJECT CLASS**		**TOTAL REVENUES FOR PERIOD**
01	401. PASSENGER FARES FOR TRANSIT SERVICE		$
02	402. SPECIAL TRANSIT FARES		
03	403. SCHOOL BUS SERVICE REVENUES		
04	404. FREIGHT TARIFFS		
05	405. CHARTER SERVICE REVENUES		
06	406. AUXILIARY TRANSPORTATION REVENUES		
07	407. NONTRANSPORTATION REVENUES		
08	408. TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM		
09	409. LOCAL CASH GRANTS AND REIMBURSEMENTS		
10	410. LOCAL SPECIAL FARE ASSISTANCE		
11	411. STATE CASH GRANTS AND REIMBURSEMENTS		
12	412. STATE SPECIAL FARE ASSISTANCE		
13	413. FEDERAL CASH GRANTS AND REIMBURSEMENTS		
14	430. CONTRIBUTED SERVICES		
15	Less CONTRA ACCOUNT FOR EXPENSES	( )	-0-
16	440. SUBSIDY FROM OTHER SECTORS OF OPERATIONS		
17	TOTAL REVENUE		$
	MEMO ITEM:		
18	REVENUE SUBJECT TO MAINTENANCE OF EFFORT REQUIREMENT		$

m UMTA F2710.13 (7-78)

(1984 - 1991)

Form 201

REVENUE SUMMARY SCHEDULE

Transit ID ☐☐☐☐

Level R

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

a Line No.	b REVENUE OBJECT CLASSES		c TOTAL REVENUE FOR PERIOD
01	401. Passenger Fares for Transit Service		
02	402. Special Transit Fares		
03	403. School Bus Service Revenues		
04	404. Freight Tariffs		
05	405. Charter Service Revenues		
06	406. Auxiliary Transportation Revenues		
07	407. Nontransportation Revenues		
08	408. Taxes Levied Directly by Transit System		
09	409. Local Cash Grants and Reimbursements		
10	410. Local Special Fare Assistance		
11	411. State Cash Grants and Reimbursements		
12	412. State Special Fare Assistance		
13	413. Federal Cash Grants and Reimbursements		
14	430. Contributed Services		
15	Less Contra Account for Expenses	( )	- 0 -
16	440. Subsidy from Other Sectors of Operations		
17	**TOTAL REVENUE**		
	OPTIONAL INFORMATION: Passenger Fares for Transit Service by Mode		
18	Mode Code:	☐☐	
19		☐☐	
20		☐☐	
21		☐☐	
22		☐☐	
23		☐☐	
24		☐☐	
25		☐☐	

Revenue Summary
Form (201)

Section 15 ID ☐☐☐☐

☐ Form 005 Included

a	b		c
Line No.	Revenue Object Class		Total Revenue
	401. Passenger fares for directly operated transit service		
01	01 Full adult fares		< >
02	02 Senior citizen fares		< >
03	03 Student fares		< >
04	06 Park and ride - parking revenue only		< >
05	90 Special ride fares		< >
06	**Total passenger fares for directly operated transit service**		
07	**402. Special transit fares**		
08	**403. School bus service revenues**		
09	**404. Freight tariffs**		
10	**405. Charter service revenues**		
11	**406. Auxiliary transportation revenues**		
	407. Non-transportation revenues		
12	04 Investment income		< >
13	90 Other non-transportation revenues		< >
14	**Total non-transportation revenues**		
15	**408. Taxes levied directly by transit system**		
16	**409. Local cash grants & reimbursements**		
17	**410. Local special fare assistance**		
18	**411. State cash grants & reimbursements**		
19	**412. State special fare assistance**		
20	**413. Federal cash grants and reimbursements**		
21	**414. Revenue accrued through a purchased transportation agreement**		
22	**415. Fare revenue returned by seller (contractor)**		
	430. Contributed services		
23	01 State and local government		
24	02 Contra account for expense		( )
25	**Net contributed services**		-0-
26	**440. Subsidy from other sectors of operations**		
27	**Total revenue**		
	401. Passenger fares for directly operated transit service	Mode code	
28		☐☐	< >
29		☐☐	< >
30		☐☐	< >
31		☐☐	< >
32		☐☐	< >
33		☐☐	< >
34		☐☐	< >
35		☐☐	< >

Date Prepared ☐☐☐☐☐☐ Date Updated ☐☐☐☐☐☐

REVENUE DETAIL SCHEDULE (202)

DESCRIPTION OF THE DATA

This form was used by all voluntary level reporters (A-, B-, and C-level) in lieu of Form 201 until the 1992 report year when the reporting levels were eliminated. Form 202 itemizes several revenue categories contained on Form 201. For example, Form 201 requires a lump sum for "Passenger Fares for Transit Service," while Form 202 broke this figure into seven categories (e.g., Full Adult Fares, Student Fares, Child Fares, etc.). Fare revenues reported on Form 202 are for directly operated service only.

Breakdown of fares by mode is useful in certain analyses of transit services, including recovery of operating expenses from fares. Neither Form 201 nor Form 202 requires revenue data by mode; only system-wide totals are reported. Fares by mode may, however, be reported optionally.

This form was eliminated for the 1992 report year. The information was consolidated with other data on Form 201.

CHANGES TO THE DATA

Allocation of Passenger Fares Among Modes. Prior to the 1984 report year, multi-mode reporters were unable to allocate passenger fares among modes. The revised Form 202 allows reporters to allocate passenger fares (revenue class 401) by mode. This allocation was voluntary, and was entered as a memo item on page 3.

Clarification of "Park and Ride" Revenues. For the 1984 report year, revenue object class 401.06 was clarified to specify "park and ride - parking revenues only" on page 1, line 6, column b.

Elimination of "Maintenance of Effort" Requirement. Revenue subject to "Maintenance of Effort Requirement" (line 18, column c on previous form) was no longer reported beginning with the 1984 report year. The FTA does not require this information for funds allocated in Federal fiscal years after 1982.

Consolidation with Other Revenue Forms. Beginning with the 1992 report year, this form was eliminated and the information consolidated with Form 201, "Revenue Summary Form." See Form 201 for details of changes to the reporting form and reporting requirements.

DATA AVAILABILITY

Some of these data are provided at a summary level in the published Data Tables and on the National Transit Database diskettes. For example, sources of transit revenue are published in the 201 object class with some consolidation (e.g., object classes 402 through 406 are combined and published as "Other Transportation Revenue"). All of this information is available from 9-track tapes or from special data subsets. Refer to the chapter on "Data Availability."

(1979 - 1983)

Form No. 202, Page 01 of 03

REVENUE DETAIL SCHEDULE

(Voluntary, Levels A, B and C)

Transit System ID ☐☐☐☐ Level ☐

Fiscal Year Ended ☐☐ *Month* ☐☐ *Day* ☐☐ *Year*

a		b	c
LINE NO.	REVENUE OBJECT CLASS	TOTAL REVENUES FOR PERIOD	
		DETAIL	TOTALS
	401. PASSENGER FARES FOR TRANSIT SERVICE		
01	401.01 Full Adult Fares	$ ☐	
02	401.02 Senior Citizen Fares	☐	
03	401.03 Student Fares	☐	
04	401.04 Child Fares	☐	
05	401.05 Handicapped Rider Fares	☐	
06	401.06 Parking Lot Revenue	☐	
07	401.99 Other Primary Ride Fares	☐	
08	**Total Passenger Fares Transit Service**	$	☐
	402. SPECIAL TRANSIT FARES		
09	402.01 Contract Fares for Postmen	☐	
10	402.02 Contract Fares for Policemen	☐	
11	402.03 Special Route Guarantees	☐	
12	402.04 Other Special Contract Transportation Fares—State & Local Government	☐	
13	402.05 Other Special Contract Transportation Fares—Other Sources	☐	
14	402.06 Non-contract Service Fares	☐	
15	**Total Special Transit Fares**	$	☐
	403. SCHOOL BUS SERVICE REVENUES		
16	403.01 Passenger Fares from School Bus Service	$	☐
	404. FREIGHT TARIFFS		
17	404.01 Hauling Freight	$	☐
	405. CHARTER SERVICE REVENUES		
18	405.01 Passenger Fares from Charter Service	$	☐
	406. AUXILIARY TRANSPORTATION REVENUES		
19	406.01 Station Concessions	☐	
20	406.02 Vehicle Concessions	☐	
21	406.03 Advertising Services	☐	
22	406.04 Automotive Vehicle Ferriage	☐	
23	406.99 Other Auxiliary Transportation Revenues	☐	
24	**Total Auxiliary Transportation Revenues**	$	☐
	407. NON-TRANSPORTATION REVENUES		
25	407.01 Sales of Maintenance Services	☐	
26	407.02 Rental of Revenue Vehicles	☐	
27	407.03 Rental of Buildings & Other Property	☐	
28	407.04 Investment Income	☐	
29	407.05 Parking Lot Revenue	☐	
30	407.99 Other Non-transportation Revenues	☐	
31	**Total Non-Transportation Revenues**	$	☐
32	Subtotal, carry forward to page 02	$	☐

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Form No. 202, Page 02 of 03

REVENUE DETAIL SCHEDULE

(Voluntary, Levels A, B and C)

Transit System ID ☐☐☐☐ Level ☐

Fiscal Year Ended ☐☐ ☐☐ ☐☐
Month *Day* *Year*

a		b	c
LINE NO.	REVENUE OBJECT CLASS	TOTAL REVENUES FOR PERIOD	
		DETAIL	TOTALS
01	Subtotal from Page 01	$	☐
	408. TAXES LEVIED BY TRANSIT SYSTEM		
02	408.01 Property Tax Revenue $	☐	
03	408.02 Sales Tax Revenue	☐	
04	408.03 Income Tax Revenue	☐	
05	408.04 Payroll Tax Revenue	☐	
06	408.05 Utility Tax Revenue	☐	
07	408.99 Other Tax Revenue	☐	
08	Total Taxes Levied Directly by System	$	☐
	409. LOCAL CASH GRANTS & REIMBURSEMENTS		
09	409.01 General Operating Assistance	☐	
10	409.02 Special Demonstration Project Assistance—Local Projects	☐	
11	409.03 Special Demonstration Project Assistance—Local Share for State Projects	☐	
12	409.04 Special Demonstration Project Assistance—Local Share for UMTA Projects	☐	
13	409.05 Reimbursement of Taxes Paid	☐	
14	409.06 Reimbursement of Interest Paid	☐	
15	409.07 Reimbursement of Transportation System Maintenance Costs	☐	
16	409.08 Reimbursement of Snow Removal Costs	☐	
17	409.09 Reimbursement of Security Costs	☐	
18	409.99 Other Financial Assistance	☐	
19	Total Local Cash Grants & Reimbursements	$	☐
	410. LOCAL SPECIAL FARE ASSISTANCE		
20	410.01 Handicapped Citizens Fare Assistance	☐	
21	410.02 Senior Citizen Fare Assistance	☐	
22	410.03 Student Fare Assistance	☐	
23	410.99 Other Special Fare Assistance	☐	
24	Total Local Special Fare Assistance	$	☐
	411. STATE CASH GRANTS & REIMBURSEMENTS		
25	411.01 General Operating Assistance	☐	
26	411.03 Special Demonstration Project Assistance—State Projects	☐	
27	411.04 Special Demonstration Project Assistance—State Share for UMTA Projects	☐	
28	411.05 Reimbursement of Taxes Paid	☐	
29	411.06 Reimbursement of Interest Paid	☐	
30	411.07 Reimbursement of Transit System Maintenance Costs	☐	
31	411.09 Reimbursement of Security Costs	☐	
32	411.99 Other Financial Assistance	☐	
33	Total State Cash Grants & Reimbursement	$	☐
34	Subtotal, carry forward to Page 03		☐

Form UMTA F2710.23 (7-78)

(1979 - 1983)

Form No. 202, Page 03 of 03

REVENUE DETAIL SCHEDULE

(Voluntary, Levels A, B and C)

ansit System ID ☐☐☐☐ Level ☐

scal Year Ended ☐☐ *Month* ☐☐ *Day* ☐☐ *Year*

INE NO.	REVENUE OBJECT CLASS	b TOTAL REVENUES FOR PERIOD DETAIL	c TOTALS
01	Subtotal from Page 03		$
	412. STATE SPECIAL FARE ASSISTANCE		
02	412.01 Handicapped Citizen Fare Assistance	$	
03	412.02 Senior Citizen Fare Assistance		
04	412.03 Student Fare Assistance		
05	412.99 Other Special Fare Assistance		
06	**Total State Special Fare Assistance**		$
	413. FEDERAL CASH GRANTS & REIMBURSEMENTS		
07	413.01 General Operating Assistance		
08	413.04 Special Demonstration Project Assistance		
09	413.99 Other Financial Assistance		
10	**Total Federal Cash Grants & Reimbursement**		$
	430. CONTRIBUTED SERVICES		
11	430.01 State & Local Governments		
12	430.02 Contra Account for Expense	( )	
13	**Net Contributed Services**		$ —0—
	440. SUBSIDY FROM OTHER SECTIONS OF OPERATIONS		
4	440.01 Subsidy from Utility Rates		
5	440.02 Subsidy from Bridge & Tunnel Tolls		
6	440.99 Other Subsidies		
7	**Total Subsidies from other sections of operations**		$
8	**TOTAL REVENUE**		$
9	**MEMO ITEM:** **Revenue Subject to Maintenance of Effort Requirement**		$

UMTA 2710.24 (7-78)

(1984 - 1991)

FORM 202 Page 01 of 03

REVENUE DETAIL SCHEDULE

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

Line No.	b	REVENUE OBJECT CLASS	c TOTAL REVENUES FOR PERIOD DETAIL	d TOTALS
	401.	PASSENGER FARES FOR TRANSIT SERVICE		
01	401.01	Full Adult Fares	☐	
02	401.02	Senior Citizen Fares	☐	
03	401.03	Student Fares	☐	
04	401.04	Child Fares	☐	
05	401.05	Handicapped Rider Fares	☐	
06	401.06	"Park and Ride" - Parking Revenues Only	☐	
07	401.99	Other Primary Ride Fares	☐	
08		Total Passenger Fares for Transit Service		☐
	402.	SPECIAL TRANSIT FARES		
09	402.01	Contract Fares for Postmen	☐	
10	402.02	Contract Fares for Policemen	☐	
11	402.03	Special Route Guarantees	☐	
12	402.04	Other Special Contract Transportation Fares - State & Local Government	☐	
13	402.05	Other Special Contract Transportation Fares - Other Sources	☐	
14	402.06	Non-Contract Service Fares	☐	
15		Total Special Transit Fares		☐
	403.	SCHOOL BUS SERVICE REVENUES		
16	403.01	Passenger Fares from School Bus Service		☐
	404.	FREIGHT TARIFFS		
17	404.01	Hauling freight		☐
	405.	CHARTER SERVICE REVENUES		
18	405.01	Passenger Fares from Charter Service		☐
	406.	AUXILIARY TRANSPORTATION REVENUES		
19	406.01	Station Concessions	☐	
20	406.02	Vehicle Concessions	☐	
21	406.03	Advertising Services	☐	
22	406.04	Automotive Vehicle Ferriage	☐	
23	406.99	Other Auxiliary Transportation Revenues	☐	
24		Total Auxiliary Transportation Revenues		☐
	407.	NON-TRANSPORTATION REVENUES		
25	407.01	Sales of Maintenance Services	☐	
26	407.02	Rental of Revenue Vehicles	☐	
27	407.03	Rental of Buildings & Other Property	☐	
28	407.04	Investment Income	☐	
29	407.05	Parking Lot Revenues	☐	
30	407.99	Other Non-Transportation Revenues	☐	
31		Total Non-Transportation Revenues		☐
32		Subtotal, carry forward to page 02		☐

(1984 - 1991)

FORM 202 Page 02 of 03

REVENUE DETAIL SCHEDULE

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

	b		c	d
Line No.	REVENUE OBJECT CLASS		TOTAL REVENUES FOR PERIOD DETAIL	TOTALS
01	Subtotal from Page 01			☐
	408.	TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM		
02	408.01	Property Tax Revenue	☐	
03	408.02	Sales Tax Revenue	☐	
04	408.03	Income Tax Revenue	☐	
05	408.04	Payroll Tax Revenue	☐	
06	408.05	Utility Tax Revenue	☐	
07	408.99	Other Tax Revenue	☐	
08		Total Taxes Levied Directly By Transit System		☐
	409.	LOCAL CASH GRANTS & REIMBURSEMENTS		
09	409.01	General Operating Assistance	☐	
10	409.02	Special Demonstration Project Assistance Local Projects	☐	
11	409.03	Special Demonstration Project Assistance - Local Share for State Projects	☐	
12	409.04	Special Demonstration Project Assistance - Local Share for UMTA Projects	☐	
13	409.05	Reimbursement of Taxes Paid	☐	
14	409.06	Reimbursement of Interest Paid	☐	
15	409.07	Reimbursement of Transit System Maint. Costs	☐	
16	409.08	Reimbursement for Snow Removal Costs	☐	
17	409.09	Reimbursement for Security Costs	☐	
18	409.99	Other Financial Assistance	☐	
19		Total Local Cash Grants & Reimbursements		☐
	410.	LOCAL SPECIAL FARE ASSISTANCE		
20	410.01	Handicapped Citizens Fare Assistance	☐	
21	410.02	Senior Citizen Fare Assistance	☐	
22	410.03	Student Fare Assistance	☐	
23	410.99	Other Special Fare Assistance	☐	
24		Total Local Special Fare Assistance		☐
	411.	STATE CASH GRANTS & REIMBURSEMENTS		
25	411.01	General Operating Assistance	☐	
26	411.03	Special Demonstration Project Assistance State Projects	☐	
27	411.04	Special Demonstration Project Assistance - State Share for UMTA Projects	☐	
28	411.05	Reimbursement of Taxes Paid	☐	
29	411.06	Reimbursement of Interest Paid	☐	
30	411.07	Reimbursement of Transit System Maint. Costs	☐	
31	411.09	Reimbursement of Security Costs	☐	
32	411.99.	Other Financial Assistance	☐	
33		Total State Cash Grants & Reimbursements		☐
34	Subtotal, carry forward to Page 03			☐

(1984 - 1991)

FORM 202 Page 03 of 03

REVENUE DETAIL SCHEDULE

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month *Day* *Year*

	b	c	d
ne o.	REVENUE OBJECT CLASS	TOTAL REVENUES FOR PERIOD DETAIL	 TOTALS
1	Subtotal from Page 02		
	412. STATE SPECIAL FARE ASSISTANCE		
2	412.01 Handicapped Citizen Fare Assistance		
3	412.02 Senior Citizen Fare Assistance		
4	412.03 Student Fare Assistance		
5	412.99 Other Special Fare Assistance		
6	Total State Special Fare Assistance		
	413. FEDERAL CASH GRANTS & REIMBURSEMENTS		
7	413.01 General Operating Assistance		
8	413.04 Special Demonstration Project Assistance		
9	413.99 Other Financial Assistance		
0	Total Federal Cash Grants & Reimbursements		
	430. CONTRIBUTED SERVICES		
1	430.01 State & Local Governments		
2	430.02 Contra Account for Expense	( )	
3	Net Contributed Services		- 0 -
	440. SUBSIDY FROM OTHER SECTORS OF OPERATIONS		
4	440.01 Subsidy from Utility Rates		
5	440.02 Subsidy from Bridge & Tunnel Tolls		
6	440.99 Other Subsidies		
7	Total Subsidies from Other Sectors of Operations		
8	**TOTAL REVENUE**		
	OPTIONAL INFORMATION: Passenger Fares for Transit Service by Mode		
9	Mode Code: ☐☐		
0	☐☐		
1	☐☐		
2	☐☐		
3	☐☐		
4	☐☐		
5	☐☐		

REVENUE SUBSIDIARY SCHEDULE, SOURCES OF PUBLIC ASSISTANCE
AND
OPERATING FUNDING FORM (203)

DESCRIPTION OF THE DATA

Form 203 identifies operating assistance funds that are received from Federal, state, and local government agencies. These funds are also identified by type (e.g., taxes, tolls).

The accounting for Federal assistance to transit agencies is on an accrual basis. This means that the transit agencies record these funds when they are "earned," not when they are awarded the grants. Determination of when a grant is earned and should be reported is based on when the capital costs are incurred. For more detailed information, data users should refer to the USOA.

CHANGES TO THE DATA

Inclusion of Section 9 Funds. For the 1984 and subsequent report years, this form was revised to add Section 9 funds to the Section 5 funds reported on line 1. The provision to include these funds was made for the 1984 and subsequent report years. These funding programs did not exist when the original form was designed.

Inclusion of Miscellaneous Funds. For the 1985 report year, cells were added to include miscellaneous funds on line 16, columns b and c. These cells are provided for those reporters who use other miscellaneous types of funds to achieve the local matching requirement for Federal grants. Examples of such sources are profits from charter service, advertising revenues, and private donations.

Consolidation with Other Revenue Forms. Beginning with the 1993 report year, the form was consolidated with Form 201. See Form 201 for details of changes to the reporting form and reporting requirements.

In 1994, Form 203 was reformatted to include a balance forward line. The form also now includes retained revenues.

As of 1995, Form 203 includes reporting passenger fare revenues earned in the report year.

DATA AVAILABILITY

All of the information on Form 203 is available from the complete data set and from data subsets. Some of the data are published at a summary level in the published Data Tables and on the diskettes. For example, sources of transit revenue are published with some consolidation (i.e., Federal, state, and local assistance). More detailed information (e.g., types of taxes) must be obtained from the data tapes or from subsets of the database. Refer to the chapter on "Data Availability."

(1979 - 1983)

Form 203

REVENUE SUBSIDIARY SCHEDULE
SOURCES OF PUBLIC ASSISTANCE

ansit System ID ☐☐☐☐

Level ☐

scal Year Ended ☐☐ ☐☐ ☐☐
Month *Day* *Year*

LINE NO.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM		c
	PART A. FEDERAL GOVERNMENT		
	I. Funds Received from UMT Act of 1964, as amended		
01	Section 5 funds	$	
	II. Funds received from other Federal Programs *(Identify)*		
	______________________		
	______________________		
	______________________		
02	Total	$	
03	TOTAL FEDERAL ASSISTANCE	$	

LINE NO.			b STATE GOVERNMENT	c LOCAL GOVERNMENT
	PART B. STATE/LOCAL GOVERNMENT			
04	I. Funds allocated to transit out of the general revenues of the government entity	$		
	II. Funds dedicated to transit at their source *(Non-general fund)*			
	A. Dedicated Taxes			
05	1. Income taxes			
06	2. Sales taxes			
07	3. Property taxes			
08	4. Payroll taxes			
09	5. Utility taxes			
10	6. Commuter taxes			
11	7. Gasoline taxes			
	8. Other taxes *(Identify)*			
	______________________			
	______________________			
	______________________			
	______________________			
12	Total other taxes	$		
13	B. Bridges, Tunnel and Highway Tolls			
	C. Other Dedicated Sources *(Identify)*			
	______________________			
	______________________			
	______________________			
	______________________			
14	Total Other Dedicated Sources	$		
15	TOTAL STATE/LOCAL ASSISTANCE	$		

rm UMTA F2710.14 (7-78)

(1984)

FORM 203

REVENUE SUBSIDIARY SCHEDULE - SOURCES OF PUBLIC ASSISTANCE

ransit ID ☐☐☐☐

iscal Year End ☐☐ ☐☐ ☐☐ Level ☐

Month Day Year

ine lo.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM	b	c
	PART A. FEDERAL GOVERNMENT		
01	I. Funds received from UMTA Act of 1964, as amended Section 5 and/or Section 9 Funds		☐
	II. Funds received from other Federal Programs *(Identify)*		
	______ ______ ______ ______		
02	Total		☐
03	TOTAL FEDERAL ASSISTANCE		☐
	PART B. STATE/LOCAL GOVERNMENT	STATE GOVERNMENT	LOCAL GOVERNMENT
04	I. Funds allocated to transit out of the general revenues of the government entity	☐	☐
	II. Funds dedicated to transit at their source (Non-General Fund):		
	A. Dedicated Taxes		
05	1. Income Taxes	☐	☐
06	2. Sales Taxes	☐	☐
07	3. Property Taxes	☐	☐
08	4. Payroll Taxes	☐	☐
09	5. Utility Taxes	☐	☐
10	6. Commuter Taxes	☐	☐
11	7. Gasoline Taxes	☐	☐
	8. Other Taxes *(Identify)*		
	______ ______ ______ ______		
12	Total Other Taxes	☐	☐
13	B. Bridges, Tunnel, and Highway Tolls	☐	☐
	C. Other Dedicated Sources *(Identify)*		
	______ ______ ______ ______		
14	Total Other Dedicated Sources	☐	☐
15	TOTAL STATE/LOCAL ASSISTANCE	☐	☐

(1985 - 1992)

FORM 203

REVENUE SUBSIDIARY SCHEDULE - SOURCES OF PUBLIC ASSISTANCE

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month *Day* *Year*

Line No.	GOVERNMENT FUNDS APPLIED TO TRANSIT SYSTEM		
	PART A. FEDERAL GOVERNMENT		
01	I. Funds received from UMTA Act of 1964, as amended Section 5 and/or Section 9 Funds		☐
	II. Funds received from other Federal Programs *(Identify)* __________ __________ __________ __________		
02	Total Other Federal Funds		☐
03	**TOTAL FEDERAL ASSISTANCE**		☐
	PART B. STATE/LOCAL GOVERNMENT	STATE GOVERNMENT	LOCAL GOVERNMENT
04	I. Funds allocated to transit out of the general revenues of the government entity	☐	☐
	II. Funds dedicated to transit at their source *(Non-General Fund)*: Dedicated Taxes		
05	1. Income Taxes	☐	☐
06	2. Sales Taxes	☐	☐
07	3. Property Taxes	☐	☐
08	4. Payroll Taxes	☐	☐
09	5. Utility Taxes	☐	☐
10	6. Commuter Taxes	☐	☐
11	7. Gasoline Taxes	☐	☐
	8. Other Taxes *(Identify)* __________ __________		
12	Total Other Taxes	☐	☐
13	Bridge, Tunnel, and Highway Tolls	☐	☐
	III. Other Public Sources *(Identify)* __________ __________		
14	Total Other Public Sources	☐	☐
15	**TOTAL STATE/LOCAL ASSISTANCE**	☐	☐
	PART C. MISCELLANEOUS SOURCES		
	Miscellaneous Sources of Funding *(Identify)* __________ __________		
16	Total Miscellaneous Sources of Funding	☐	☐

Form not applicable
Section 15 ID
Form 005 Included

Operating Funding
Form (203)
Page 1 of 2

ne o.	Operating Funds Applied to Transit System	b Funds
	Part A. Directly generated funds	
	I. Passenger fares	
01	1. Full adult fares	< >
02	2. Senior citizen fares	< >
03	3. Student fares	< >
04	4. Park and ride - parking revenue only	< >
05	5. Special ride fares	< >
06	**Total passenger fares for directly operated transit service**	
07	II. Special transit fares	
08	III. School bus service funds	
09	IV. Freight tariffs	
10	V. Charter service funds	
11	VI. Auxillary transportation funds	
	VII. Non-transportation funds	
12	1. Investment income	< >
13	2. Other non-transportation funds	< >
14	**Total non-transportation funds**	
	VIII. Funds dedicated to transit at their source	
	Dedicated taxes	
15	1. Income taxes	
16	2. Sales taxes	
17	3. Property taxes	
18	4. Gasoline taxes	
19	5. Other taxes	
20	Bridge, tunnel, and highway tolls	
21	Other dedicated funds	
22	IX. Revenue accrued through a purchased transportation agreement	
23	X. Fare revenue returned by seller (contractor)	
	XI. Contributed services	
24	1. State and local government	
25	2. Contra account for expense	( )
26	Net contributed services	-0-
27	XII. Subsidy from other sectors of operations	
28	**Total directly generated funds**	

Date Prepared

Date Updated

Operating Funding
Form (203)
Page 2 of 2

Form not applicable

Section 15 ID

Form 005 Included

ne o.	Operating Funds Applied to Transit System	b	c	d
	Part B. Federal Government			Funds
29	I. Funds from FTA section 9 program			
30	II. Funds from other Federal program			
31	**Total Federal assistance**			
			State Funds	Local Funds
	Part C. State and local government			
32	I. Funds allocated to transit out of the general revenues of the government entity			
	II. Funds dedicated to transit at their source			
	Dedicated taxes			
33	1. Income taxes			
34	2. Sales taxes			
35	3. Property taxes			
36	4. Gasoline taxes			
37	5. Other taxes			
38	Bridge, tunnel and highway tolls			
39	Other dedicated funds			
40	III. Other Funds			
41	**Total State and local assistance**			
42	**Total operating funds applied to transit system**			

	Part D. Passenger fares Passenger fares for directly operated transit service			Funds
		Mode Code		
43				< >
44				< >
45				< >
46				< >
47				< >
48				< >
49				< >
50				< >

Date Prepared

Date Updated

(1994)

☐ Form not applicable
Section 15 ID
☐ Form 005 Included

Operating Funding
Form (203)
Page 1 of 2

Operating Funds Applied to Transit System

	b	c
	Funds	**Total**
Part A. Directly generated funds		
I. Passenger fares		
1. Full adult fares	< >	
2. Senior citizen fares	< >	
3. Student fares	< >	
4. Park and ride - parking revenue only	< >	
5. Special ride fares	< >	
Total passenger fares for directly operated transit service		
II. Special transit fares		
III. School bus service funds		
IV. Freight tariffs		
V. Charter service funds		
VI. Auxiliary transportation funds		
VII. Non-transportation funds		
1. Investment income	< >	
2. Other non-transportation funds	< >	
Total non-transportation funds		
VIII. Funds dedicated to transit at their source		
Dedicated taxes		
1. Income taxes		
2. Sales taxes		
3. Property taxes		
4. Gasoline taxes		
5. Other taxes		
Bridge, tunnel, and highway tolls		
Other dedicated funds		
IX. Revenue accrued through a purchased transportation agreement		
X. Fare revenue returned by seller (contractor)		
XI. Fare revenue retained by seller (contractor)		
XII. Conntributed services		
1. State and local government		
2. Contra account for expense	( )	
Net contributed services		-0-
XIII. Subsidy from other sectors of operations		
Total directly generated funds		

Date Prepared

Date Updated

(1994)

Operating Funding
Form (203)
Page 2 of 2

☐ Form not applicable

Section 15 ID

☐ Form 005 Included

		b	c	d	e
					Total
30	**Total Directly Generated Funds - bring total forward from page 1**				
ine o.	**Operating Funds Applied to Transit System**				
				Funds	**Total**
	Part B. Federal Government				
31	I. Funds from FTA Section 9 program				
32	II. Funds from other Federal programs				
33	**Total Federal assistance**				
	Part C. State and local government		**State Government Funds**	**Local Government Funds**	
34	I. Funds allocated to transit out of the general revenues of the government entity				
	II. Funds dedicated to transit at their source				
	Dedicated taxes				
35	1. Income taxes				
36	2. Sales taxes				
37	3. Property taxes				
38	4. Gasoline taxes				
39	5. Other taxes				
40	Bridge, tunnel and highway tolls				
41	Other dedicated funds				
42	III. Other Funds				
43	**Total State and local assistance**				
44	**Total operating funds applied to transit system**				
	Part D. Passenger fares				
	Passenger fares for directly operated transit service	Mode Code			
45				< >	
46				< >	
47				< >	
48				< >	
49				< >	
50				< >	
51				< >	
52				< >	
53				< >	
54				< >	

Date Prepared

Date Updated

(1995 - 1997)

Form not applicable
TD ID ☐☐☐☐
Form 005 Included

Operating Funding
Form (203)
Page 1 of 2

	b	c
Operating Funds Applied to Transit Agency		
	Funds	**Total**
Part A. Directly generated funds		
I. Passenger fares		
1. Full adult fares	< >	
2. Senior citizen fares	< >	
3. Student fares	< >	
4. Park and ride - parking revenue only	< >	
5. Special ride fares	< >	
Total passenger fares		
II. Special transit fares		
Total passenger fares for directly operated transit service		
III. Fare revenue returned by the seller (contractor)		
IV. Fare revenue retained by the seller (contractor)		
V. School bus service funds		
VI. Freight tariffs		
VII. Charter service funds		
VIII. Auxiliary transportation funds		
IX. Non-transportation funds		
1. Investment income	< >	
2. Other non-transportation funds	< >	
Total non-transportation funds		
X. Funds dedicated to transit at their source		
Dedicated taxes		
1. Income taxes		
2. Sales taxes		
3. Property taxes		
4. Gasoline taxes		
5. Other taxes		
Bridge, tunnel, and highway tolls		
Other dedicated funds		
XI. Revenue accrued through a purchased transportation agreement		
XII. Contributed services		
1. State and local government		
2. Contra account for expense	( )	
Net contributed services		-0-
XIII. Subsidy from other sectors of operations		
Total directly generated funds		

ate Prepared ☐☐☐☐☐☐ Date Updated ☐☐☐☐☐☐

Operating Funding
Form (203)
Page 2 of 2

☐ Form not applicable

NTD ID ☐☐☐☐

☐ Form 005 Included

a	b	c	d	e
				Total
31	**Total Directly Generated Funds - bring total forward from page 1**			
Line No.	**Operating Funds Applied to Transit Agency**			
	Part B. Federal government sources		**Funds**	**Total**
32	I. Funds from FTA Urbanized Area Formula Program			
33	II. Funds from other Federal programs			
34	**Total Federal funds**			
	Part C. State and local government sources	**State Government Funds**	**Local Government Funds**	
35	I. Funds allocated to transit out of the general revenues of the government entity			
	II. Funds dedicated to transit at their source			
	Dedicated taxes			
36	1. Income taxes			
37	2. Sales taxes			
38	3. Property taxes			
39	4. Gasoline taxes			
40	5. Other taxes			
41	Bridge, tunnel and highway tolls			
42	Other dedicated funds			
43	III. Other Funds			
44	**Total State and local funds**			
45	**Total operating funds applied to transit agency**			
	Passenger Fare Revenues Earned			
	Part D. Passenger fare revenues Passenger fares for directly operated transit service Mode Code			
46	☐☐		< >	
47	☐☐		< >	
48	☐☐		< >	
49	☐☐		< >	
50	☐☐		< >	
51	☐☐		< >	
52	☐☐		< >	
53	☐☐		< >	
54	**Total passenger fare revenues**			

Date Prepared ☐☐☐☐☐☐ Date Updated ☐☐☐☐☐☐

CHAPTER 6. EXPENSE DATA

Transit agencies use the forms contained in this chapter to report operating expenses by function (i.e., Vehicle Operations, Vehicle Maintenance, Non-Vehicle Maintenance, and General Administration) and by object class (e.g., Labor, Fringe Benefits, and Utilities). Functions and object classes can be cross-classified, allowing, for example, fringe benefits paid to vehicle operators to be identified. These costs can be separated into distinct categories to ascertain modal costs for multi-modal operators. Modal costs can be separated by function (e.g., light rail vehicle maintenance) and by object class (e.g., light rail wages), or by function and object class (e.g., light rail operators' wages). In addition, these forms contain detailed information on operators' salaries and transit employees' fringe benefits.

MAJOR REVISIONS

For the 1983 report year, four general changes were made to the "300 series" forms, which are used to report operating expenses.

Allocation to Any Object Class in Any Functional Category. Operating expense forms were revised to permit reporting of expenses for any object class by any functional category. Functional expense categories for the four reporting levels are detailed in the guide to Forms 311-313. Object class expense categories are those listed vertically on each form.

For the 1979 through 1982 report years, certain object class-functional cell combinations were prohibited. For example, utilities expenses could be assigned to vehicle maintenance, non-vehicle maintenance, and general administration, but not to vehicle operations. This was particularly a problem for electricity costs for rail system operators.

This change improved the flexibility of reporters to assign operating expenses to appropriate functional areas. For example, reporters now are able to allocate fuel and lubricant expenses to the non-vehicle maintenance function, as well as to vehicle operations and vehicle maintenance functions.

Object Class 508.00 (Purchased Transportation). This object class was expanded and changed several times to improve clarity and consistency in reporting. Chapter 9 also contains more detailed information on contracted and purchased transportation service contained in the National Transit Database.

For the 1983 report year, object class 508 (purchased transportation) was divided into two components: 508.01 for expenses incurred when the contract carriers each use fewer than 50 vehicles to provide the purchased service; and 508.02 for expenses incurred when the contract carriers each use 50 or more vehicles. The fleet size criterion refers to vehicles required to operate maximum peak service, exclusive of spares.

Prior to 1983, FTA permitted transit agencies which purchased transportation service to consolidate financial and operating data for more than one provider, or to report only a single "purchase of service" item for providers with 25 or fewer vehicles. This resulted in inconsistent reporting and had the potential for adversely affecting data quality.

This change, combined with improved reporting of non-financial data for purchased service, has reduced the potential for double-counting service and expenses. It also allows service to be associated with the expenses incurred to produce it. By clearly distinguishing purchased transportation expenses from costs attributable to directly operated service, costs for directly operated services will not be incorrectly inflated. For example, the data user may more accurately determine performance measures such as operating costs per passenger without including purchased transportation expenses, which would inadvertently inflate the performance measure.

For the 1987 report year, a procedural change was made to include any fares retained by the contractor in the purchased transportation object class. Previously, only the contract amount was reported under object class 508.01 or 508.02. Contract costs typically represent only a portion of a contractor's total operating expenses; the addition of retained fares provides a more accurate approximation of a contractor's expenses.

Purchased Transportation Service. Beginning with 1995, data are reported by mode and optionally by type of service. Reporting detailed expenses for purchased transportation services is required for the 1996 report year and beyond.

If a purchased transportation provider is filing its own National Transit Database report, the full cost of the purchased transportation services is reported, even if the purchased transportation agreement only pays for part of the costs. This is optional for 1995 and required in 1996. More detailed discussion on purchased transportation and contracted service is provided in Chapter 9.

Ability to Report Modes Explicitly. The financial forms were redesigned to accommodate the reporting of a greater number of modes. Through the 1982 reporting year, the National Transit Database specifically identified only six modes: motorbus; rail rapid; streetcar/light rail; trolleybus; demand response; and ferryboat. All other modes were aggregated in the "other" category. Starting with the 1983 reporting year, all modes were reported explicitly. For example, specific modal references have been eliminated, and provisions were made to allow reporters to indicate the appropriate mode code(s). Also, the 300 series forms were redesigned to accommodate up to eight modes rather than five.

For the 1992 report year, the following two important changes were made:

Establishment of Two Reporting Levels. Under the revised reporting system, the R-Level (required) is retained as the "Basic" reporting level. The three voluntary levels were consolidated and simplified into a single voluntary level (the "Optional" level). The optional level has 21 functions, a reduction of 52% in the number of previous level A functions, and the same number as the previous B level. The specific optional functions are slightly different from those in the previous B level. The optional level has 26 expense object classes, a 45% reduction from the 47 used in the previous three voluntary levels.

Allocation of Joint Expenses. Beginning with the 1992 report year, joint expenses (i.e., costs shared by one or more functions or modes) are fully allocated on the expense forms. All joint expenses must be allocated by both function and object class.

Realignment of the Uniform System of Accounts. The USOA was realigned to move Ticketing and Fare Collection (151) and System Security (161) from the General Administration to the Operations category. These functions are major cost items for A level reporters, representing the fourth and fifth largest cost items of the 44 reported.

The following are clarifications and improvements to reporting instructions as contained in the USOA beginning in 1994.

Accrual Accounting. The basis of accrual accounting is recognizing revenues when earned and expenses when they are incurred. The updated USOA provides clear guidance in defining "when earned" and "when incurred." Revenues are defined as "the taking possession of assets, liabilities and capital amounts when actual costs are incurred; that is, goods, services and/or funds are actually received, and not before."

Fringe Benefit Accounting. Three additional allocation methods are now included in the updated USOA. They are:

- totaling all fringe benefits received per employee, then allocating them to the appropriate mode and function;
- allocating fringe benefits based on time (hours) spent in each function; and
- allocating fringe benefits based on head count in each function.

Forms Reduction and Consolidation. As the reporting requirements for the National Transit Database evolved, some forms have been eliminated and some data has been moved or consolidated with related data on other reporting forms. The following is a list of "300 series" forms which have been eliminated.

Elimination of System Summary Forms. Eleven forms were eliminated to reduce redundancy. Form 302 (A-Level), 303 (B-Level), 304 (C-Level), all of which reported system summary operating expenses by function, were eliminated. Information contained on these forms is available from other current forms. Forms 307 (A-Level), 306 (B-Level), and 305 (C-Level), all of which report expenses classified by function for single mode reporters, have also been eliminated. Reports at these voluntary levels use the same set of forms to report both single and multi-mode operating expenses. These changes do not affect the content of the database.

Form 310 (R-Level), Forms 311, 312 and 313 (A-, B-, and C-Level), and Form 315 (A-, B-, and C-Level), all of which reported operating expenses classified by either function or object class, were also eliminated beginning with the 1992 reporting year. Information contained in these forms has been consolidated into a revised Form 301, Expenses Classified by Function. For Form 301, operating expenses for each mode are reported on separate pages, with the total system operating expenses reported on the summary page.

Form 332, Pension Plan Questionnaire, was eliminated beginning with the 1991 report year. General pension information can be found in Form 331, Fringe Benefits Subsidiary Schedule.

The following is a list of forms by report year for the "300 series." In most cases, the forms were eliminated and the data consolidated with related data on other forms.

Report Year	Reporting Form	
1979 - 1990	Form 301 -	Operating Expenses Classified by Function (single mode)
	Form 310 -	Operating Expenses Classified by Function (multi-mode)
	Form 311 -	Direct, Joint and Total Expenses by Object Class and Mode (Level A)
	Form 312 -	Direct, Joint and Total Expenses by Object Class and Mode (Level B)
	Form 313 -	Direct, Joint and Total Expenses by Object Class and Mode (Level C)
	Form 315 -	System Summary, by Object Class
	Form 321 -	Operators Wages Subsidiary Schedule
	Form 331 -	Fringe Benefits Subsidiary Schedule
	Form 332 -	Pension Plan Questionnaire
1991	Form 301 -	Operating Expenses Classified by Function (single mode)
	Form 310 -	Operating Expenses Classified by Function (multi-mode)

	Form 311 -	Direct, Joint and Total Expenses by Object Class and Mode (Level A)
	Form 312 -	Direct, Joint and Total Expenses by Object Class and Mode (Level B)
	Form 313 -	Direct, Joint and Total Expenses by Object Class and Mode (Level C)
	Form 315 -	System Summary, by Object Class
	Form 321 -	Operators' Wages Form
	Form 331 -	Fringe Benefits Subsidiary Schedule
1992 - 1997	Form 301 -	Operating Expenses Classified by Function and Operating Expenses Summary Form
	Form 321 -	Operators' Wages Form
	Form 331 -	Fringe Benefits Subsidiary Schedule

AGGREGATION OF FUNCTIONS FOR EXPENSE CLASSIFICATION

LEVEL A	LEVEL B	LEVEL C and R
011 Transportation Administration	010 Administration of Transportation	010 Vehicle Operations
012 Revenue Vehicle Movement Control		
021 Scheduling of Transportation Operations	020 Scheduling of Transportation Operations	
031 Revenue Vehicle Operation	030 Revenue Vehicle Operation	
041 Maint. Administration - Vehicles	041 Maint. Administration - Vehicles	041 Vehicle Maintenance
051 Servicing Revenue Vehicles	050 Servicing Revenue Vehicles	
061 Insp. & Maint. of Revenue Vehicles	060 Insp. & Maint. of Revenue Vehicles	
062 Accident Repairs of Revenue Vehicles	062 Accident Repairs of Revenue Vehicles	
071 Vandalism Repairs of Revenue Vehicles	070 Vandalism Repairs of Revenue Vehicles	
081 Servicing & Fuel of Service Vehicles	080 Servicing & Fuel of Service Vehicles	
091 Insp. & Maint. of Service Vehicles	090 Insp. & Maint. of Service Vehicles	
042 Maint. Administration - Non-Vehicles	042 Maint. Administration - Non-Vehicles	042 Non-Vehicle Maint.
101 Maint. of Vehicle Movement Control Systems	100 Maint. of Vehicle Movement Control Systems	
111 Maint. of Fare Collection & Counting Equip	110 Maint. of Fare Collection & Counting Equip.	
121 Maint. of Roadway & Track	120 Maint. of Other Bldgs, Grounds & Equip.	
122 Maint. of Structure, Tunnels, & Subways		
123 Maint. of Passenger Stations		
124 Maint. of Operating Station Bldgs, Grounds & Equip.		
125 Maint. of Garage & Shop Bldgs, Grounds & Equip.		
126 Maint. of Communication System		
127 Maint. of Gen. Admin. Bldgs, Grounds & Equip		
128 Accident Repairs of Bldgs, Grounds & Equip.		
131 Vandalism Repairs of Bldgs, Grounds, & Equip.	130 Vandalism Repairs of Bldgs, Grounds & Equip.	
141 Operation & Maint. of Electric Power Facilities	140 Operation & Maint. of Electric Power Facilities	
145 Preliminary Transit System Development	145 Preliminary Transit System Development	160 Gen. Administration
151 Ticketing & Fare Collection	150 Ticketing & Fare Collection	
161 System Security	160 General Administration	
165 Injuries & Damages		
166 Safety		
167 Personnel Administration		
168 General Legal Services		
169 General Insurance		
170 Data Processing		
171 Finance & Accounting		
172 Purchasing & Stores		
173 General Engineering		
174 Real Estate Management		
175 Office Management & Services		
176 General Management		
162 Customer Services	179 Marketing	
163 Promotion		
164 Market Research		
177 Planning		
181 General Function	180 General Function	

Function Equivalency

Basic	Optional
010 Vehicle operations	010 Transportation administration 030 Revenue vehicle operation 151 Ticketing and fare collection 161 System security
041 Vehicle maintenance	041 Vehicle maintenance
042 Non-vehicle maintenance	042 Non-vehicle maintenance
160 General administration	160 General administration

EXPENSES CLASSIFIED BY FUNCTION (301)

DESCRIPTION OF THE DATA

This form is used to report total operating expenses for each object class by function and to allocate direct and joint expenses to modes. This form has undergone several significant changes and has been consolidated with other related forms during a major revision of the National Transit Database in 1992.

For the 1979 through the 1991 report years, this form contains transit operating expenses for all single-mode R-level reporters. Beginning with the 1992 report year, it contains operating expenses for all reporters. Expenses are categorized into four functional areas: Vehicle Operations; Vehicle Maintenance; Non-Vehicle Maintenance; and General Administration. Expenses in these four functions are categorized into several object classes including: Labor; Fringe Benefits; Materials and Supplies; and Utilities. This two-dimensional approach allows cross-classification of some important expenses (e.g., salaries and wages of vehicle mechanics). "Reconciling items" such as depreciation costs and interest expenses are also included on this form.

CHANGES TO THE DATA

For the 1983 report year, the following changes were made to the "300-series" expense forms.

Object Class 508.00 (Purchased Transportation). Object class 508.00 was divided into two categories for purchased transportation services. Object class 508.01 (line 11, columns b through f) is used to report financial data for contracted services using less than 50 revenue vehicles. Object class 508.02 (line 12, columns b through f) is used to report expense data for purchased services using 50 or more vehicles in revenue service.

For the 1987 report year, a procedural change was made to include any fares retained by the contractor in the purchased transportation object class. Previously, only the contract amount was reported under object class 508.01 and 508.02. Chapter 9 contains additional detailed information on contracted and purchased transportation services in the National Transit Database.

Allocation to Any Object Class in any Functional Category. For the 1983 report year, all of the operating expense forms, including Form 301, were revised to permit reporting of expenses for any object class by any functional category. For example, in prior report years no cell was available on the form to enter data for utilities under Vehicle Operations (line 8, column b). To improve the flexibility of reporters to assign expenses to appropriate functional areas, all functional-object class restrictions were removed. For the 1983 and subsequent report years, expenses may be assigned to any object class in any function.

For the 1991 report year, the following change was made:

Object Class 508.00 (Purchased Transportation). Object class 508.00 was changed for the two categories of purchased transportation services. Object class 508.01 (line 11, column b through f) was changed from financial data for contracted services using less than 50 revenue vehicles to contract payments or accruals to contractors, fare revenues retained by contractors, plus any other contract-related costs incurred by the reporting agency if the contractor is included in the filing agency's National Transit Database Report. Object class 508.02 (line 12, columns b through f) was changed from reporting expense data for purchased services using 50 or more vehicles in revenue service to all contract payments or accruals, fare revenues retained by contractors, plus any other contract-related costs incurred that the contractor will report if they file their own National Transit Database Report.

For the 1992 report year, the following major changes were made to this form:

Forms Consolidation. The Operating Expenses Form (301) substantially consolidated related financial information and replaced the following forms: the single mode and multi-mode Level R Operating Expenses Classified by Function Forms (301 and 310); the voluntary Levels A, B, C Direct, Joint and Total Operating Expenses Forms (311, 312 and 313); and the System Summary by Object Class Form (315).

Operating expenses for one mode are reported on separate pages, with the total system operating expenses reported on the summary page. For transit agencies operating more than one mode, there may be several Form 301s in the National Transit Database.

Realignment of Functional Categories. Some functional categories were moved. Function 151 (ticketing and fare collection) is now included in function 010 (vehicle operating); it was formerly included in function 160 (general administration).

Function 161 (system security) was moved and is now included in function 010 (vehicle operations); it was formerly included in function 160 (general administration).

Allocation of Joint Expenses. Beginning with the 1992 report year, joint expenses (i.e., costs shared by one or more functions or modes) are fully allocated on the expense forms. All joint expenses must be allocated by both function and object class.

For the 1995 report year, the following changes for Purchased Transportation Service were made:

Purchased Transportation Service. Beginning with 1995, data are reported by mode and optionally by type of service. Reporting detailed expenses for purchased transportation services is required for the 1996 report year and beyond.

If a purchased transportation provider is filing its own National Transit Database report, the full cost of the purchased transportation services is reported, even if the purchased transportation agreement only pays for part of the costs. This is optional for 1995 and required in 1996. More detailed discussion on purchased transportation and contracted service is provided in Chapter 9.

For 1996, the full cost of purchased transportation service is reported, even if the purchased transportation agreement only pays for part of the costs. Object class 508 includes all other exprenses incurred by the seller when the purchased transportation agreement only pays for part of the costs.

Reconciling Items. Beginning with 1996, reconciling items are reported by cash and non-cash expenditures on the system-wide summary.

ADA Expenses. Beginning with 1996, total operating expenses for Amercians with Disabilities Act (ADA) related services are reported by mode and type of service.

For 1997, report purchase transportation operating expense data in object class 508.01 by function.

DATA AVAILABILITY

All of the information on Form 301 is contained in the complete data set and is available in a data subset. In addition, most of the data are available from the published Data Tables and National Transit Database diskettes. For example, the published Data Tables and diskettes contain tables that present expenses by mode and function, and expenses by mode and object class. These data are also used in various performance measures also provided in these sources. All other data, including data for reconciling items such as depreciation and interest expenses, must be obtained from the complete data set or are available from special data subsets. See the chapter on "Data Availability" for additional information.

SINGLE MODE FORM

EXPENSES CLASSIFIED BY FUNCTION

Level R

Transit System ID ☐☐☐☐

Fiscal Year ☐☐ *Month* ☐☐ *Day* ☐☐ *Year*

Mode ____________ Coda ☐

a			b	c	d	e	f
LINE NO.	EXPENSE OBJECT CLASS		VEHICLE OPERATIONS 010	VEHICLE MAINTENANCE 041	NON-VEHICLE MAINTENANCE 042	GENERAL ADMINISTRATION 160	TOTAL EXPENSES
	501	LABOR					
01	501.01	Operators' Salaries & Wages $	☐	☐	☐	☐	☐
02	501.02	Other Salaries & Wages	☐	☐	☐	☐	☐
03	502	FRINGE BENEFITS	☐	☐	☐	☐	☐
04	503	SERVICES	☐	☐	☐	☐	☐
	504	MATERIALS & SUPPLIES					
05	504.01	Fuel & Lubricants	☐	☐			☐
06	504.02	Tires & Tubes	☐	☐			☐
07	504.99	Other Materials & Supplies	☐	☐	☐	☐	☐
08	505	UTILITIES		☐	☐	☐	☐
09	506	CASUALTY & LIABILITY COSTS		☐	☐	☐	☐
10	507	TAXES	☐	☐	☐	☐	☐
11	508	PURCHASED TRANSPORTATION				☐	☐
12	509	MISCELLANEOUS EXPENSE				☐	☐
13	510	EXPENSE TRANSFERS	☐	☐	☐	☐	☐
14		TOTAL SYSTEM EXPENSES	☐	☐	☐	☐	☐
		RECONCILING ITEMS:					
15	511	INTEREST EXPENSES					☐
16	512	LEASES & RENTALS					☐
17	513	DEPRECIATION					☐
18	513.13	Amortization of Intangibles.					☐
19	514	PURCHASE LEASE PAYMENTS.					☐
20	515	RELATED PARTIES LEASE AGREEMENT					☐
21	516	OTHER RECONCILING ITEMS					☐
22		TOTAL RECONCILING ITEMS .... $					☐
23	TOTAL EXPENSES FOR PUBLISHED REPORTS .... $						☐
24	MEMO ITEM: Expenses not allowable for Federal Operating Assistance .... $						☐

Form UMTA F2710.16 (7-78)

(1979 - 1982)

Transit ID ☐☐☐☐ Level R

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year Mode ☐

a Line No.	Expense Object Class			b Vehicle Operations 010	c Vehicle Maintenance 041	d Non-Vehicle Maintenance 042	e General Administration 160	f Total Expense for the Period
	501.		LABOR					
01		01	Operators' Salaries & Wages					
02		02	Other Salaries & Wages					
03	502.		FRINGE BENEFITS					
04	503		SERVICES					
	504		MATERIALS & SUPPLIES					
05		01	Fuel & Lubricants					
06		02	Tires & Tubes					
07		99	Other Materials & Supplies					
08	505.		UTILITIES					
09	506		CASUALTY & LIABILITY COSTS					
10	507		TAXES					
	508		PURCHASED TRANSPORTATION					
11		01	Less than 50 Vehicles					
12		02	50 or More Vehicles					
13	509		MISCELLANEOUS EXPENSE					
14	510		EXPENSE TRANSFERS					
15			TOTAL SYSTEM EXPENSES					
			RECONCILING ITEMS:					
16	511		INTEREST EXPENSES					
17	512.		LEASES & RENTALS					
18	513		DEPRECIATION					
19	513	13	Amortization of Intangibles					
20	514		PURCHASE LEASE PAYMENTS					
21	515.		RELATED PARTIES LEASE AGREEMENT					
22	516		OTHER RECONCILING ITEMS					
23			TOTAL RECONCILING ITEMS					
24	TOTAL EXPENSES FOR PUBLISHED REPORTS							
25	MEMO ITEM: Expenses not allowable for Federal Operating Assistance							

(1985 - 1991)

(1992 - 1995)

Form 005 Included

a		b	c	d	e	f
		Function				
Line No.	Expense Object Class	Vehicle Operations 010	Vehicle Maintenance 041	Non-Vehicle Maintenance 042	General Administration 160	Total Expense for Period
	501. Labor					
01	01 Operators' salaries & wages					
02	02 Other salaries & wages					
03	**502. Fringe benefits**					
04	**503. Services**					
	504. Materials & supplies					
05	01 Fuel & lubricants					
06	02 Tires & tubes					
07	99 Other materials & supplies					
08	**505. Utilities**					
09	**506. Casualty & liability costs**					
10	**507. Taxes**					
	508. Purchased transportation					
11	01 In report					
12	02 Filing separate report					
13	**509. Miscellaneous expense**					
14	**510. Expense transfers**					
15	**Total system expenses**					
	Reconciling items					
16	**511. Interest expenses**					
17	**512. Leases & rentals**					
18	**513. Depreciation**					
19	513.13 Amortization of intangibles					
20	**514 Purchase lease agreement**					
21	**515. Related parties lease agreement**					
22	**516. Other reconciling items**					
23	**Total reconciling items**					
24	**Total expenses from published reports**					
25	**Memo item: Expenses not allowable for Federal operating assistance**					

Date Prepared

Date Updated

Operating Expenses
Form (301)

Form not applicable

Section 15 ID

Form 005 Included

Mode

a		b	c	d	e	f	g	h	i	j	
			Function								
			Vehicle Operations 010					Vehicle Maintenance 041	Non-Vehicle Maintenance 042	General Administration 160	
Line No.	Expense Object Class	Total Modal Expenses	Transportation Admin & Support 010	Revenue Veh. Operation 030	Ticketing and Fare Collection 151	System Security 161	Total	Total	Total	Total	Line No.
	501. Labor										
01	01 Operators' salaries & wages		< >	< >	< >	< >					01
02	02 Other salaries & wages		< >	< >	< >	< >					02
03	502. Fringe benefits		< >	< >	< >	< >					03
04	503. Services		< >	< >	< >	< >					04
	504. Materials & supplies										
05	01 Fuel and lubricants		< >	< >	< >	< >					05
06	02 Tires and tubes		< >	< >	< >	< >					06
07	99 Other materials & supplies		< >	< >	< >	< >					07
08	505. Utilities		< >	< >	< >	< >					08
09	506. Casuality & liability costs		< >	< >	< >	< >					09
10	507. Taxes		< >	< >	< >	< >					10
	508. Purchased transportation										
11	01 In this report		< >	< >	< >	< >					11
12	02 Filing separate report		< >	< >	< >	< >					12
13	509. Miscellaneous expense		< >	< >	< >	< >					13
14	510. Expense transfers		< >	< >	< >	< >					14
15	Total		< >	< >	< >	< >					15

Date Prepared

Date Updated

(1992-1995)

☐ Form 005 Included

a		b	c	d	e	
		Function				
Line No.	Expense Object Class	Vehicle Operations 010	Vehicle Maintenance 041	Non-Vehicle Maintenance 042	General Administration 160	Total Expense for Period
	501. Labor					
01	01 Operators' salaries & wages					
02	02 Other salaries & wages					
03	502. Fringe benefits					
04	503. Services					
	504. Materials & supplies					
05	01 Fuel & lubricants					
06	02 Tires & tubes					
07	99 Other materials & supplies					
08	505. Utilities					
09	506. Casualty & liability costs					
10	507. Taxes					
	508. Purchased transportation					
11	01 In report					
12	02 Filing separate report					
13	509. Miscellaneous expenses					
14	510. Expense transfers					
15	**Total transit agency expenses**					
15a	**ADA-related expenses**					[ ]
	Reconciling items			Cash Expenditures	Non-Cash Expenditures	
16	511. Interest expenses					
17	512. Leases & rentals					
18	513. Depreciation					
19	13 Amortization of intangibles					
20	514 Purchase lease agreement					
21	515. Related parties lease agreement					
22	516. Other reconciling items					
23	**Total reconciling items**					
23a	**ADA-related expenses**			[ ]	[ ]	[ ]
24	**Total expenses from published reports**					

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

Operating Expenses
Form (301)

☐ Form not applicable

NTD ID [| | |]

☐ Form 005 Included

Mode [|]

Type of Service [|]

a		b	c	d	e	f	g	h	i	j	
		Function									
		Vehicle Operations 010					Vehicle Maintenance 041	Non-Vehicle Maintenance 042	General Administration 160		
Line No.	Expense Object Class	Transportation Admin. & Support 011	Revenue Veh. Operation 030	Ticketing and Fare Collection 151	System Security 161	Total	Total	Total	Total	Total Modal Expenses	Line No.
	501. Labor										
01	01 Operators' salaries and wages	< >	< >	< >	< >						01
02	02 Other salaries and wages	< >	< >	< >	< >						02
03	502. Fringe benefits	< >	< >	< >	< >						03
04	503. Services	< >	< >	< >	< >						04
	504. Materials and supplies										
05	01 Fuel and lubricants	< >	< >	< >	< >						05
06	02 Tires and tubes	< >	< >	< >	< >						06
07	99 Other materials and supplies	< >	< >	< >	< >						07
08	505. Utilities	< >	< >	< >	< >						08
09	506. Casualty and liability costs	< >	< >	< >	< >						09
10	507. Taxes	< >	< >	< >	< >						10
	508. Purchased transportation										
11	01 In report	< >	< >	< >	< >						11
12	02 Filing separate report	< >	< >	< >	< >						12
13	509. Miscellaneous expenses	< >	< >	< >	< >						13
14	510. Expense transfers	< >	< >	< >	< >						14
15	Total modal expenses	< >	< >	< >	< >						15
15a	ADA-related expenses									[ ]	15a

Date Prepared [| | | | |]

Date Updated [| | | | |]

(1996 - 1997)

EXPENSES CLASSIFIED BY FUNCTION, SYSTEM SUMMARY (310)

DESCRIPTION OF THE DATA

The five-page Form 310 was used for the 1979 through the 1991 report years. It contains transit operating expenses submitted by all multi-mode R-level reporters for these years. Expenses are categorized into four functional areas: Vehicle Operations; Vehicle Maintenance; Non-Vehicle Maintenance; and General Administration. Expenses in these four functions are categorized into several object classes including: Labor; Fringe Benefits; Materials and Supplies; and Utilities. This two-dimensional approach allows cross-classification of some important expenses (e.g., salaries and wages of vehicle mechanics). Reconciling items such as depreciation costs and interest expenses are also included on this form.

CHANGES TO THE DATA

For the 1983 report year, several specific changes were made to the "300-series" forms, which are used to report operating expenses. Form 310 is used in lieu of Form 301 by multi-mode transit systems reporting at the required level (R-Level). A system reporting both motorbus and demand response service, for example, is a multi-mode reporter and uses Form 310. This is true even if one of the modes is operated entirely through a purchased transportation agreement. This form was eliminated from the reporting requirement beginning with the 1992 report year.

Allocation of Joint Expenses. Note that explicit allocations to modes are made only for the total joint expenses for the functional category being reported on each page. This permits the computation of total modal expenses (including allocated joint expenses) by functional category, but not by individual object class.

Format of 300 Series Forms. The format of pages 2 through 5 was revised significantly.

- The revised format provided eight columns for direct expenses (columns d through k) and one column for joint expenses (column c) to be allocated among the various modes. In contrast, the form used prior to the 1983 report year provided five columns for direct expenses (columns b through f) and five columns for joint expenses (columns g through k).

- Rows 93 through 97 on the earlier form -- for allocating the individual joint expense columns -- were eliminated.

- "Total system expenses" have been moved from the extreme right side of the form (column l) to the left side of the form next to the expense object classes (column b). Similarly, "joint expenses" have been moved to column c.

DATA AVAILABILITY

All of the information on Form 310 is contained in the complete data set. Most of the data are available from the published Data Tables and on National Transit Database diskettes. For example, the published Data Tables and diskettes contain tables that present expenses by mode and function, expenses by mode and object class, and expenses by function and object class. These data are also used in various published performance measures. Other data, including data for reconciling items such as depreciation and interest expenses, must be obtained from the complete data set or are available from special data subsets. For additional information on obtaining the National Transit Database in various formats, see the chapter on Data Availability.

Transit System ID ☐☐☐☐

Level R

Fiscal Year ☐☐ Month ☐☐ Day ☐☐ Year

a		b	c	d	e	f
LINE CODE	OBJECT EXPENSE CLASS	VEHICLE OPERATIONS 010	VEHICLE MAINTENANCE 041	NON-VEHICLE MAINTENANCE 042	GENERAL ADMINISTRATION 160	OBJECT CLASS TOTAL
	501. LABOR					
01	501.01 Operators' Salaries & Wages	☐	☐	☐	☐	☐
02	501.02 Other Salaries & Wages	☐	☐	☐	☐	☐
03	502 FRINGE BENEFITS	☐	☐	☐	☐	☐
04	503 SERVICES	☐	☐	☐	☐	☐
	504 MATERIALS & SUPPLIES					
05	504.01 Fuel & Lubricants	☐	☐			☐
06	504.02 Tires & Tubes	☐	☐			☐
07	504.99 Other Materials & Supplies	☐	☐	☐	☐	☐
08	505 UTILITIES		☐	☐	☐	☐
09	506 CASUALTY & LIABILITY COSTS		☐	☐	☐	☐
10	507 TAXES	☐	☐	☐	☐	☐
11	508 PURCHASED TRANSPORTATION				☐	☐
12	509 MISCELLANEOUS EXPENSE				☐	☐
13	510 EXPENSE TRANSFERS	☐	☐	☐	☐	☐
14	TOTAL SYSTEM EXPENSES	☐	☐	☐	☐	☐
	RECONCILING ITEMS					
15	511 INTEREST EXPENSES					☐
16	512 LEASES & RENTALS					☐
17	513 DEPRECIATION					☐
18	513.13 Amortization of Intangibles					☐
19	514 PURCHASE LEASE PAYMENTS					☐
20	515 RELATED PARTIES LEASE AGREEMENT					☐
21	516 OTHER RECONCILING ITEMS					☐
22	TOTAL RECONCILING ITEMS					☐
23	TOTAL EXPENSES FOR PUBLISHED REPORTS					☐
24	MEMO ITEM: Expenses not allowable for Federal operating assistance					☐

Form UMTA F2710.16 (7-78)

(1979-1982)

FORM NO. 310 PAGE 02 OF 05

MULTIMODE FORM

TRANSIT SYSTEM ID ☐☐☐☐

LEVEL R

FISCAL YEAR ☐☐ Month ☐☐ Day ☐☐ Year

DIRECT, JOINT AND TOTAL EXPENSES, BY OBJECT CLASS AND MODE

FUNCTION NUMBER: 010

FUNCTION NAME: Vehicle Operations

A		B	C	D	E	F	G	H	I	J	K	L
LINE NO	EXPENSE OBJECT CLASS	DIRECT EXPENSES FOR MODE –					JOINT EXPENSES FOR MODE COMBINATION					TOTAL SYSTEM EXPENSES
							1 2 3 4 5 6 9	1 2 3 4 5 6 9	1 2 3 4 5 6 9	1 2 3 4 5 6 9	1 2 3 4 5 6 9	
	501 LABOR											
01	501.01 Operators Salaries & Wages											
02	501.02 Other Salaries & Wages											
03	502 FRINGE BENEFITS											
04	503 SERVICES											
	504 MATERIALS & SUPPLIES											
05	504.01 Fuel & Lubricants											
C5	5C4.02 Tires & Tubes											
07	504.99 Other Materials & Supplies											
08	507 TAXES											
03	510 EXPENSE TRANSFERS											
82	COLUMN TOTALS											
		B	C	D	E	F	G	H	I	J	K	L

		COL	TOTALS	JOINT EXPENSE DISTRIBUTION TO MODE				
93		O						
94		H						
95		I						
96		J						
97		K						
99	JOINT EXPENSE TOTALS FOR MODE							
90	TOTAL MODE EXPENSES							

← ADD THESE MODE TOTALS TO GET →

NOTE: THESE TWO SUMS SHOULD BE IDENTICAL

FORM UMTA F2710 192 (7-78)

FORM NO. 310 PAGE 03 OF 05

MULTIMODE FORM

TRANSIT SYSTEM ID ☐☐☐☐ LEVEL [R]

FISCAL YEAR ☐☐ Month ☐☐ Day ☐☐ Year

DIRECT, JOINT AND TOTAL EXPENSES, BY OBJECT CLASS AND MODE

FUNCTION NUMBER: 041 FUNCTION NAME: Vehicle Maintenance

A		B	C	D	E	F	G	H	I	J	K	L
LINE NO	EXPENSE OBJECT CLASS	DIRECT EXPENSES FOR MODE –					JOINT EXPENSES FOR MODE COMBINATION					TOTAL SYSTEM EXPENSES
	501 LABOR											
01	501.01 Operators Salaries & Wages											
02	501.02 Other Salaries & Wages											
03	502 FRINGE BENEFITS											
04	503 SERVICES											
	504 MATERIALS & SUPPLIES											
05	504.01 Fuel & Lubricants											
06	504.02 Tires & Tubes											
07	504.99 Other Materials & Supplies											
08	505 UTILITIES											
09	506 CASUALTY & LIABILITY											
10	507 TAXES											
11	510 EXPENSE TRANSFERS											
92	COLUMN TOTALS											
		B	C	D	E	F	G	H	I	J	K	L

		COL.	TOTALS	JOINT EXPENSE DISTRIBUTION TO MODE				
93		G						
94		H						
95		I						
96		J						
97		K						
98	JOINT EXPENSE TOTALS FOR MODE							
99	TOTAL MODE EXPENSES							

← ADD THESE MODE TOTALS TO GET →

NOTE: THESE TWO SUMS SHOULD BE IDENTICAL

(1979 - 1982)

(1979 - 1982)

FORM NO. 310 PAGE 04 OF 05

MULTIMODE FORM

TRANSIT SYSTEM ID ☐☐☐☐

LEVEL R

FISCAL YEAR ☐☐ Month ☐☐ Day ☐☐ Year

DIRECT, JOINT AND TOTAL EXPENSES, BY OBJECT CLASS AND MODE

FUNCTION NUMBER: 042

FUNCTION NAME: Non-Vehicle Maintenance

A		B	C	D	E	F	G	H	I	J	K	L
LINE NO	EXPENSE OBJECT CLASS	DIRECT EXPENSES FOR MODE –					JOINT EXPENSES FOR MODE COMBINATION					TOTAL SYSTEM EXPENSES
							1 2 3 4 0 0 9	1 2 3 4 5 0 9	1 3 3 4 5 0 0	1 3 3 4 5 6 9	1 2 3 4 0 0 9	
	501 LABOR											
01	501.01 Operators Salaries & Wages											
02	501.02 Other Salaries & Wages											
03	502 FRINGE BENEFITS											
04	503 SERVICES											
	504 MATERIALS & SUPPLIES											
05	504.99 Other Materials & Supplies											
06	505 UTILITIES											
07	506 CASUALTY & LIABILITY											
08	507 TAXES											
09	510 EXPENSE TRANSFERS											
92	COLUMN TOTALS											
		B	C	D	E	F	G	H	I	J	K	L

	COL	TOTALS	JOINT EXPENSE DISTRIBUTION TO MODE				
93	G						
94	H						
95	I						
96	J						
97	K						
98 JOINT EXPENSE TOTALS FOR MODE							
99 TOTAL MODE EXPENSES							

ADD THESE MODE TOTALS TO GET →

NOTE: THESE TWO SUMS SHOULD BE IDENTICAL

FORM UMTA F2710.10A (7 78)

FORM NO. 310 PAGE 05 OF 05

MULTIMODE FORM

TRANSIT SYSTEM ID ☐☐☐☐

LEVEL [R]

FISCAL YEAR ☐☐ Month ☐☐ Day ☐☐ Year

DIRECT, JOINT AND TOTAL EXPENSES, BY OBJECT CLASS AND MODE

FUNCTION NUMBER: 160 FUNCTION NAME: General Administration

A		B	C	D	E	F	G	H	I	J	K	L
LINE NO	EXPENSE OBJECT CLASS	DIRECT EXPENSES FOR MODE –					JOINT EXPENSES FOR MODE COMBINATION					TOTAL SYSTEM EXPENSES
							1 2 3 4 5 6 9	1 2 3 4 5 6 9	1 2 3 4 5 6 9	1 2 3 4 5 6 9	1 2 3 4 5 6 9	
	501 LABOR											
01	501.01 Operators Salaries & Wages											
02	501.02 Other Salaries & Wages											
03	502 FRINGE BENEFITS											
04	503 SERVICES											
	504 MATERIALS & SUPPLIES											
05	504.99 Other Materials & Supplies											
06	505 UTILITIES											
07	506 CASUALTY & LIABILITY											
08	507 TAXES											
09	508 PURCHASED TRANSPORTATION SERVICES											
10	509 MISCELLANEOUS EXPENSES											
11	510 EXPENSE TRANSFERS											
92	COLUMN TOTALS											
		B	C	D	E	F	G	H	I	J	K	L

	COL.	TOTALS	JOINT EXPENSE DISTRIBUTION TO MODE				
93	G						
94	H						
95	I						
96	J						
97	K						
98 JOINT EXPENSE TOTALS FOR MODE							
99 TOTAL MODE EXPENSES							

ADD THESE MODE TOTALS TO GET

NOTE: THESE TWO SUMS SHOULD BE IDENTICAL

FORM UMTA F2710 195 (7 78)

(1979 - 1982)

Transit ID ☐☐☐☐ Level R

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

a				b	c	d	e	f
Line No.	Expense Object Class			Vehicle Operations 010	Vehicle Maintenance 041	Non-Vehicle Maintenance 042	General Administration 160	Total Expense for the Period
	501		LABOR					
01		01	Operators' Salaries & Wages					
02		02	Other Salaries & Wages					
03	502		FRINGE BENEFITS					
04	503		SERVICES					
	504		MATERIALS & SUPPLIES					
05		01	Fuel & Lubricants					
06		02	Tires & Tubes					
07		99	Other Materials & Supplies					
08	505.		UTILITIES					
09	506		CASUALTY & LIABILITY COSTS					
10	507.		TAXES					
	508.		PURCHASED TRANSPORTATION					
11		01	Less than 50 Vehicles					
12		02	50 or More Vehicles					
13	509		MISCELLANEOUS EXPENSE					
14	510.		EXPENSE TRANSFERS					
15			TOTAL SYSTEM EXPENSES					
			RECONCILING ITEMS:					
16	511		INTEREST EXPENSES					
17	512.		LEASES & RENTALS					
18	513.		DEPRECIATION					
19	513.13		Amortization of Intangibles					
20	514.		PURCHASE LEASE PAYMENTS					
21	515		RELATED PARTIES LEASE AGREEMENT					
22	516.		OTHER RECONCILING ITEMS					
23			TOTAL RECONCILING ITEMS					
24	TOTAL EXPENSES FOR PUBLISHED REPORTS							
25	MEMO ITEM: Expenses not allowable for Federal Operating Assistance							

(1983 - 1991)

(1983-1991)

FORM 310 Page 2 of 5

DIRECT, JOINT, AND TOTAL EXPENSES BY OBJECT CLASS AND MODE

FUNCTION NUMBER: 010 FUNCTION NAME: Vehicle Operations

TRANSIT ID ☐☐☐☐ LEVEL R

FISCAL YEAR ☐☐ Month ☐☐ Day ☐☐ Year

A		B	C	D	E	F	G	H	I	J	K
Line No	EXPENSE OBJECT CLASS	TOTAL SYSTEM EXPENSES	JOINT EXPENSES	DIRECT EXPENSES BY MODE (INDICATE MODE CODE ON LINE 00)							
00											
	501 LABOR										
01	501 01 Operators' Salaries & Wages										
02	02 Other Salaries & Wages										
03	502 FRINGE BENEFITS										
04	503 SERVICES										
	504 MATERIALS AND SUPPLIES										
05	504 01 Fuel & Lubricants										
06	02 Tires & Tubes										
07	99 Other Materials & Supplies										
08	505 UTILITIES										
09	506 CASUALTY & LIABILITY										
10	507 TAXES										
	508 PURCHASED TRANSPORTATION SERVICES										
11	508 01 Purchased Transp Services (Less than 50 Veh.)										
12	02 Purchased Transp Services (50 or more Veh)										
13	509 MISCELLANEOUS EXPENSES										
14	510 EXPENSE TRANSFERS										
92	COLUMN TOTALS										
97	JOINT EXPENSE TOTALS ALLOCATED TO MODES										
99	TOTAL MODE EXPENSES										

EXPENSES CLASSIFIED BY FUNCTION (FORMS 311, 312, and 313)

DESCRIPTION OF THE DATA

Forms 311, 312, and 313 were used until the 1992 report year. These forms were used by all single and multi-mode voluntary (A-, B-, and C-Level) reporters to submit transit operating expenses. Expenses are categorized into four general functional areas -- Vehicle Operations, Vehicle Maintenance, Non-Vehicle Maintenance, and General Administration for the Level C reporters. For the Level B and A reporters, these four major functions are further broken down into 21 and 44 functions, respectively, to provide greater detail. These functions are listed in the attached table. In addition, expenses in these functional areas are categorized into 44 object classes. These object classes are more detailed than those reported at the required level of detail.

CHANGES TO THE DATA

For the 1983 report year, several specific changes were made to the "300" series forms, which are used to report operating expenses. Previously, Forms 311, 312, and 313 were used by multi-mode reporters at the A-, B-, and C-Levels, respectively, to report expenses classified by function. Single mode reporters used Forms 307 (A-Level), 306 (B-Level), and 305 (C-Level) to report expenses by function. Beginning with the 1983 report year, the single mode forms were eliminated and the revised Forms 311, 312, and 313 were used by both single and multi-mode reporters. These forms were eliminated beginning with the 1992 report year.

Allocation of Joint Expenses. Note that explicit allocations to modes are made only for the total joint expenses for the functional category being reported on each page. This permits the computation of total modal expenses (including allocated joint expenses) by functional category, but not by individual object class.

Format of 300-Series Forms. The format of Forms 311, 312, and 313 was revised significantly for the 1983 report year.

- The revised format provided eight columns for direct expenses (columns d through k) and one column for joint expenses (column c) to be allocated among the various modes. In contrast, the form used prior to the 1983 report year only provided five columns for direct expenses (columns b through f) and five columns for joint expenses (columns g through k).
- Rows 93 through 97 on the old form, for allocating the individual joint expense columns, were eliminated.

- "Total system expenses" have been moved from the extreme right side of the form (column l) to the left side of the form next to the expense object classes (column b). Similarly, "joint expenses" were moved to column c.

These revisions are also discussed in detail in "Expense Data -- Major Revisions."

DATA AVAILABILITY

All of the information on Forms 311, 312, and 313 is contained in the complete data set. In addition, some financial data are available at the summary level from the published Data Tables and from National Transit Database diskettes. For example, the published Data Tables and diskettes contain tables that present expenses by mode and function, and expenses by mode and object class, reduced to a summary level of detail. These data are also used in various published performance measures. Additional detailed financial information is available from the complete data set or from special data subsets. For additional information on the availability of the National Transit Database see the chapter on “Data Availability.”

FORM NO. 311 PAGE 02 OF 44

MULTIMODE FORM

TRANSIT SYSTEM ID ☐☐☐☐

LEVEL [A]

FISCAL YEAR ☐☐ Month ☐☐ Day ☐☐ Year

DIRECT, JOINT AND TOTAL EXPENSES, BY OBJECT CLASS AND MODE

FUNCTION NUMBER: 012

FUNCTION NAME: Revenue Vehicle Movement Control

A		B	C	D	E	F	G	H	I	J	K	L
LINE NO	EXPENSE OBJECT CLASS	DIRECT EXPENSES FOR MODE –					JOINT EXPENSES FOR MODE COMBINATION					TOTAL SYSTEM EXPENSES
							1 2 3 4 5 8 9	1 2 3 4 5 8 9	1 2 3 4 5 8 9	1 2 3 4 5 8 9	1 2 3 4 5 8 9	
01	501.01 Operators' Salaries and Wages											
02	501.02 Other Salaries and Wages											
03	502.15 Fringe Benefits Distribution											
04	503.01 Management Service Fees											
05	503.03 Professional and Technical Services											
06	503.04 Temporary Help											
07	510.02 Expense Reclassifications											
08	510.03 Capitalization of Nonoperating Costs											
02	COLUMN TOTALS											
		B	C	D	E	F	G	H	I	J	K	L

		COL	TOTALS	JOINT EXPENSE DISTRIBUTION TO MODE				
91		G						
94		H						
95		I						
96		J						
97		K						
98	JOINT EXPENSE TOTALS FOR MODE							
99	TOTAL MODE EXPENSES							

← ADD THESE MODE TOTALS TO GET →

NOTE: THESE TWO SUMS SHOULD BE IDENTICAL

FORM UMTA F2710 103 (7-78)

(1979 - 1982)

TRANSIT ID ☐☐☐☐ LEVEL A
FISCAL YEAR ☐☐ ☐☐ ☐☐
Month Day Year

FORM 311
DIRECT, JOINT, AND

Page 2 of 44
TOTAL EXPENSES BY OBJECT CLASS AND MODE
FUNCTION NUMBER: 012 FUNCTION NAME: Revenue Vehicle Movement Control

(1983 - 1991)

A			B	C	D	E	F	G	H	I	J	K
Line No.	EXPENSE OBJECT CLASS		TOTAL SYSTEM EXPENSES	JOINT EXPENSES	DIRECT EXPENSES BY MODE (INDICATE MODE CODE ON LINE 00)							
00												
01	501 01	Operators' Salaries & Wages										
02	02	Other Salaries & Wages										
03	502 15	Fringe Benefits Distribution										
04	503 01	Management Service Fees										
05	02	Advertising Fees										
06	03	Professional & Technical Services										
07	04	Temporary Help										
08	05	Contract Maintenance Services										
09	06	Custodial Services										
10	07	Security Services										
11	99	Other Services										
12	504 01	Fuel & Lubricants										
13	02	Tires & Tubes										
14	99	Other Materials & Supplies										
15	505 01	Propulsion Power										
16	02	Utilities Other Than Propulsion Power										
17	506 01	Premiums for Physical Damage Insurance										
18	02	Recoveries of Physical Damage Losses										
19	03	Premiums for PL & PD Insurance										
20	04	Payouts for Uninsured PL & PD Settlements										
21	05	Provisions for Uninsured PL & PD Settlements										
22	06	Payouts for Insured PL & PD Settlements										
23	07	Recoveries of PL & PD Settlements										
24	08	Premiums for Other Corporate Insurance										
25	09	Other Corporate Losses										
26	10	Recoveries of Other Corporate Losses										
27	507 01	Federal Income Tax										
28	02	State Income Tax										
29	03	Property Tax										
30	04	Vehicle Licensing & Registration Fees										
31	05	Fuel & Lubricant Taxes										
32	06	Electric Power Taxes										
33	99	Other Taxes										
34	508 01	Purchased Transp. Services (Less than 50 Veh.)										
35	02	Purchased Transp. Services (50 or more Veh.)										
36	509 01	Dues & Subscriptions										
37	02	Travel & Meetings										
38	03	Bridge, Tunnel, & Highway Tolls										
39	04	Entertainment Expense										
40	05	Charitable Donations										
41	06	Fines & Penalties										
42	07	Bad Debt Expense										
43	08	Advertising/Promotion Media										
44	99	Other Miscellaneous Expense										
45	510 01	Function Reclassifications										
46	02	Expense Reclassifications										
47	03	Capitalization of Nonoperating Costs										
92	COLUMN TOTALS											
97	JOINT EXPENSE TOTALS ALLOCATED TO MODES											
99	TOTAL MODE EXPENSES											

SYSTEM SUMMARY BY OBJECT CLASS (315)

DESCRIPTION OF THE DATA

This form was used to provide total system expenses by object class for multi-mode operators until the 1982 report year. It was then used for both single and multi-mode reporters through the 1991 report year. Information on reconciling items such as depreciation and interest expenses were also reported on this form.

CHANGES TO THE DATA

An additional object class 508.02, purchased service expenses on page 2, was added for the 1983 report year. This form was eliminated from the reporting requirement beginning with the 1992 report year.

DATA AVAILABILITY

All of the information on Form 321 is contained in the complete data set. In addition, most of these data were published at the summary level of detail in the Data Tables and in the National Transit Database diskettes. For example, the published Data Tables and diskettes contain a table that presents expenses by mode and object class. These data are also used in various published performance measures. See the chapter on Data Availability for further information.

(1979 - 1982)

Form No. 315 Page 01 of 02

SYSTEM SUMMARY, BY OBJECT CLASS

Transit System ID ☐☐☐☐

Level B

Fiscal Year ☐☐ ☐☐ ☐☐
Month Day Year

a LINE NO.	EXPENSE OBJECT CLASS	b SYSTEM TOTAL
	501. LABOR:	
01	01 Operators' Salaries & Wages	
02	02 Other Salaries & Wages	
03	Total Labor	
	502. FRINGE BENEFITS:	
04	15 Fringe Benefits Distribution	
	503. SERVICES:	
05	01 Management Service Fee	
06	02 Advertising Fees	
07	03 Professional & Technical Services	
08	04 Temporary Help	
09	05 Contract Maintenance Service	
10	06 Custodial Services	
11	07 Security Services	
12	99 Other Services	
13	Total Services	
	504. MATERIALS & SUPPLIES CONSUMED:	
14	01 Fuel & Lubricants	
15	02 Tires & Tubes	
16	99 Other Materials & Supplies	
17	Total Materials & Supplies	
	505. UTILITIES	
18	01 Propulsion Power	
19	02 Utilities Other Than Propulsion Power	
20	Total Utilities	
	506. CASUALTY & LIABILITY COSTS	
21	01 Premiums for Physical Damage Insurance	
22	02 Recoveries of Physical Damage Losses	
23	03 Premiums for PL & PD Insurance	
24	04 Payouts for Uninsured PL & PD Settlements	
25	05 Provisions for Uninsured PL & PD Settlements	
26	06 Payouts for Insured PL & PD Settlements	
27	07 Recoveries of PL & PD Settlements	( )
28	08 Premiums for Other Corporate Insurance	
29	09 Other Corporate Losses	
30	10 Recoveries of Other Corporate Losses	( )
31	Total Casualty and Liability Costs	
32	Balance Carried Forward to Page 02	

orm UMTA F2710.25 (7-78)

(1979 - 1982)

Form No. 315 Page 02 of 02

SYSTEM SUMMARY, BY OBJECT CLASS

nsit System ID ☐☐☐☐ Level B

cal Year ☐☐ Month ☐☐ Day ☐☐ Year

NE IO.	EXPENSE OBJECT CLASS	b SYSTEM TOTAL
01	Subtotal from Page 01	☐
	507. TAXES	
02	01 Federal Income Tax	☐
03	02 State Income Tax	☐
04	03 Property Tax	☐
05	04 Vehicle Licensing and Registration Fees	☐
06	05 Fuel and Lubricant Taxes	☐
07	06 Electric Power Taxes	☐
08	99 Other Taxes	☐
09	Total Taxes	☐
	508. PURCHASED TRANSPORTATION SERVICES	
0	01 Purchased Transportation Services	☐
	509. MISCELLANEOUS EXPENSES:	
1	01 Dues and Subscriptions	☐
2	02 Travel and Meetings	☐
3	03 Bridge, Tunnel and Highway Tolls	☐
4	04 Entertainment Expense	☐
5	05 Charitable Donations	☐
6	06 Fines and Penalties	☐
7	07 Bad Debt Expense	☐
8	08 Advertising/Promotion Media	☐
9	99 Other Miscellaneous Expense	☐
20	Total Miscellaneous Expenses	☐
	510. EXPENSE TRANSFERS:	
21	01 Function Reclassifications	☐
22	02 Expense Reclassifications	☐
23	03 Capitalization of Nonoperating Costs	☐
24	Total Expense Transfers	☐
25	TOTAL EXPENSES LESS RECONCILING ITEMS	☐
	RECONCILING ITEMS:	
26	511. Interest Expense	☐
27	512. Leases and Rentals	☐
28	513. Depreciation	☐
29	513.13 Amortization of Intangibles	☐
30	514 Purchase Lease Payments	☐
31	515 Related Parties Lease Payments	☐
32	516 Other Reconciling Items	☐
33	Total Reconciling Items	☐
4	TOTAL EXPENSES PER PUBLISHED REPORT	☐
	MEMO ITEM:	
5	Expense not allowable for Federal operating assistance	☐

UMTA F2710.26 (7-78)

(1983 - 1991)

FORM 315 Page 1 of 2

SYSTEM SUMMARY, BY OBJECT CLASS

ansit ID ☐☐☐☐

scal Year End ☐☐ ☐☐ ☐☐ Level ☐

Month *Day* *Year*

ne o.	EXPENSE OBJECT CLASS	SYSTEM TOTAL
	501. LABOR	
1	01 Operators' Salaries and Wages	
2	02 Other Salaries and Wages	
3	Total Labor	
	502. FRINGE BENEFITS	
4	15 Fringe Benefits Distribution	
	503. SERVICES	
5	01 Management Service Fees	
6	02 Advertising Fees	
7	03 Professional and Technical Services	
8	04 Temporary Help	
9	05 Contract Maintenance Service	
0	06 Custodial Services	
1	07 Security Services	
2	99 Other Services	
3	Total Services	
	504. MATERIALS AND SUPPLIES CONSUMED	
4	01 Fuel and Lubricants	
5	02 Tires and Tubes	
6	99 Other Materials and Supplies	
7	Total Materials and Supplies	
	505. UTILITIES	
8	01 Propulsion Power	
9	02 Utilities Other Than Propulsion Power	
0	Total Utilities	
	506. CASUALTY AND LIABILITY COSTS	
1	01 Premiums for Physical Damage Insurance	
2	02 Recoveries of Physical Damage Losses	
3	03 Premiums for PL and PD Insurance	
4	04 Payouts for Uninsured PL and PD Settlements	
5	05 Provisions for Uninsured PL and PD Settlements	
6	06 Payouts for Insured PL and PD Settlements	
7	07 Recoveries of PL and PD Settlements	
8	08 Premiums for Other Corporate Insurance	
9	09 Other Corporate Losses	
0	10 Recoveries of Other Corporate Losses	
1	Total Casualty and Liability Costs	
2	Balance Carried Forward to Page 02	

(1983 - 1991)

FORM 315 Page 2 of 2

SYSTEM SUMMARY, BY OBJECT CLASS

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ ☐☐ ☐☐ Level ☐
Month Day Year

a Line No.	EXPENSE OBJECT CLASS	b SYSTEM TOTAL
01	Subtotal from Page 01	
	507. TAXES	
02	01 Federal Income Tax	
03	02 State Income Tax	
04	03 Property Tax	
05	04 Vehicle Licensing and Registration Fees	
06	05 Fuel and Lubricant Taxes	
07	06 Electric Power Taxes	
08	99 Other Taxes	
09	Total Taxes	
	508. PURCHASED TRANSPORTATION SERVICES	
10	01 Less than 50 Vehicles	
11	02 50 or more Vehicles	
12	Total Purchased Transportation Services	
	509. MISCELLANEOUS EXPENSES	
13	01 Dues and Subscriptions	
14	02 Travel and Meetings	
15	03 Bridge, Tunnel and Highway Tolls	
16	04 Entertainment Expense	
17	05 Charitable Donations	
18	06 Fines and Penalties	
19	07 Bad Debt Expense	
20	08 Advertising/Promotion Media	
21	99 Other Miscellaneous Expenses	
22	Total Miscellaneous Expenses	
	510. EXPENSE TRANSFERS	
23	01 Function Reclassifications	
24	02 Expense Reclassifications	
25	03 Capitalization of Nonoperating Costs	
26	Total Expense Transfers	
27	TOTAL EXPENSES LESS RECONCILING ITEMS	
	RECONCILING ITEMS:	
28	511. Interest Expense	
29	512. Leases and Rentals	
30	513. Depreciation	
31	513.13 Amortization of Intangibles	
32	514. Purchase Lease Agreements	
33	515. Related Parties Lease Payments	
34	516. Other Reconciling Items	
35	Total Reconciling Items	
36	TOTAL EXPENSES PER PUBLISHED REPORT	
	MEMO ITEM:	
37	Expense not allowable for Federal operating assistance	

OPERATORS' WAGES FORM (321)

DESCRIPTION OF THE DATA

This form provides a detailed breakdown of the hours and wages paid to employees classified as "operators," including major categories of dollars and hours for operating and non-operating paid work. These data have been used for labor negotiations, productivity comparisons, and management analysis. However, some reporters have difficulty disaggregating data into the categories on this form. As a result, comparisons should be performed carefully.

CHANGES TO THE DATA

This form was included in the National Transit Database requirements of 1979 and remained unchanged until 1992. Beginning with the 1992 report year several changes were made. The number of classifications used for reporting operating time and dollars was consolidated and reduced from fifteen to eight. The number of classifications used for reporting non-operating time and dollars was consolidated and reduced from twelve to two.

See "Time Classification Equivalency" table for classifications by expense function.

Beginning with the 1994 report year, the threshold for required reporting on this form changed from "more than 25" to "100 or more" directly operated revenue vehicles per mode in annual maximum service.

DATA AVAILABILITY

All of the information on this form is contained in the complete data set. Data from Form 321 are not published in the published Data Tables or National Transit Database diskettes.

Time Classification Equivalency

Line	Code	Time Classification	Basic Functions	Optional Functions
		Operating Time		
01	1.01	Report time	Vehicle operations	Transportation administration
01	1.02	Turn-in time		
04	1.03	Travel time		Revenue vehicle operation.
02	1.04	Platform time - line service		
03	1.05	Platform time - charter & special		
04	1.06	Intervening time		
01	1.07	Paid breaks & meal allowances		Transportation administration
05	1.08	Minimum guarantee for call-out		
05	1.09	Minimum guarantee - daily		
05	1.10	Minimum guarantee - weekly		
06	1.11	Overtime premium - scheduled		Revenue vehicle operation
06	1.12	Overtime premium - unscheduled		
07	1.13	Spread time premium		
08	1.14	Shift premium		
08	1.15	Other operating time		
		Non-Operating Time		
11	2.01	Instuctor premium for operator training	Vehicle operations	Transportation administration
11	2.02	Student training time		
11	2.03	Accident reporting time		
11	2.04	Witness time		
10	2.05	Stand-by time		
11	2.06	Time spent on union functions		
11	2.07	Run selection time		
11	2.08	Other time spent in transportation administration		
11	2.09	Time spent in revenue vehicle movement control		
11	2.10	Time spent in ticketing & fare collection →	Ticketing & fare collection →	Ticketing & fare collection
11	2.11	Time spent in customer service →	General administration →	General administration
11	2.12	Time spent in other non-operating functions →	Vehicle maintenance →	Vehicle maintenance

(1979 - 1991)

OT REQUIRED FROM TRANSIT
YSTEMS OPERATING 25 OR
FEWER REVENUE VEHICLES

FORM 321

OPERATORS WAGES SUBSIDIARY SCHEDULE

ansit ID

scal Year End *Month* *Day* *Year* Level

ne o.	TIME CLASSIFICATION	b DOLLARS	c HOURS
	1. OPERATING TIME		
1	1.01 Report time (Pull out)		
2	1.02 Turn-in time (Pull in)		
3	1.03 Travel time		
4	1.04 Platform time--line service		
5	1.05 Platform time--charter & special service		
6	1.06 Intervening time		
7	1.07 Paid breaks & meal allowance		
8	1.08 Min. guarantee for call out		
9	1.09 Minimum guarantee--daily		
0	1.10 Minimum guarantee--weekly		
1	1.11 Overtime premium--scheduled		
2	1.12 Overtime premium--unscheduled		
3	1.13 Spread time premium		
4	1.14 Shift premium		
5	1.15 Other operating premium		
6	TOTAL OPERATING TIME		
	2. NONOPERATING PAID WORK TIME		
7	2.01 Instructor premium for operator training		
8	2.02 Student training time		
9	2.03 Accident reporting time		
0	2.04 Witness time		
1	2.05 Stand-by time		
2	2.06 Time spent on union functions		
3	2.07 Run selection time		
4	2.08 Other time spent in transportation administration		
5	2.09 Time spent in revenue vehicle movement control		
6	2.10 Time spent in ticketing and fare collection		
7	2.11 Time spent in customer service		
8	2.12 Time spent in other nonoperating functions		
9	TOTAL NONOPERATING PAID WORK TIME		
0	TOTAL OPERATING AND NONOPERATING TIME		

Operators' Wages
Form (321)

Required from transit agencies which directly operate 100 or more revenue vehicles per mode in annual maximum service.

☐ Form not applicable

NTD ID ☐☐☐

☐ Form 005 Included

Mode ☐

		b	c
ine lo.	**Time Classification**	**Dollars**	**Hours**
	1. Operating time		
01	01 Report, turn-in time, breaks & allowances		
02	02 Platform time - line service		
03	03 Platform time - charter & special		
04	04 Travel & intervening time		
05	05 Minimum guarantee time - call out, daily, weekly		
06	06 Overtime premium - scheduled & unscheduled		
07	07 Spread time premium		
08	08 Other operating time		
09	**Total operating time**		
	2. Non-operating paid work time		
10	01 Stand-by time		
11	02 Other non-operating paid work time		
12	**Total non-operating paid work time**		
13	**Total operating and non-operating time**		

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

FRINGE BENEFITS SUBSIDIARY SCHEDULE (331)

DESCRIPTION OF THE DATA

Form 331 contains information on fringe benefits. For some report years, this form includes the contributions of both employers and employees in such categories as pension plans, medical and dental plans, unemployment insurance, and sick leave.

CHANGES TO THE DATA

For 1979 through 1984, employee contributions were reported only for lines 1-6. Because employee contributions increased in other categories (e.g., uniform and clothing allowance), Form 331 was revised for the 1985 report year to allow data to be provided for all object classes (i.e., lines 1 through 15). This revision was consistent with industry standards.

Beginning in 1992, only employer fringe benefit contributions were required to be reported; employee fringe benefit contributions were eliminated from the form.

Beginning in 1994, this form incorporated two major changes. First, the threshold for required reporting of employer contributions changed from "more than 25" to "100 or more" directly operated revenue vehicles system-wide in annual maximum service. The second change required fringe benefit contributions to be reported for employees who incur labor costs on behalf of agency purchased transportation providers (object class 508).

DATA AVAILABILITY

All of the data on this form are contained in the complete data set. In addition, most of the information on fringe benefits is available from the published Data Tables and from National Transit Database diskettes, with some consolidations. See the chapter on "Data Availability" for more information.

(1979 - 1984)

NOT REQUIRED FROM TRANSIT SYSTEMS OPERATING 25 OR FEWER REVENUE VEHICLES

Form No. 331

FRINGE BENEFITS SUBSIDIARY SCHEDULE

Transit System ID ☐☐☐☐

Fiscal Year Ended ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

a		b	c
LINE NO.	FRINGE BENEFIT OBJECT CLASSES	EMPLOYER TOTAL	EMPLOYEE TOTAL
01	502.01 FICA or Railroad Retirement	$	$
02	502.02 Pension Plans *(including long-term disability insurance)*		
03	502.03 Hospital, Medical and Surgical Plans		
04	502.04 Dental Plans		
05	502.05 Life Insurance Plans		
06	502.06 Short-Term Disability Insurance Plans		
07	502.07 Unemployment Insurance		
08	502.08 Workmen's Compensation Insurance or Fed. Empl. Liab. Act Contribution		
09	502.09 Sick Leave		
10	502.10 Holiday *(including all premiums paid for work on holidays)*		
11	502.11 Vacation		
12	502.12 Other Paid Absence *(bereavement pay, military pay, jury duty pay, etc.)*		
13	502.13 Uniform and Work Clothing Allowances		
14	502.14 Other Fringe Benefits		
15	TOTALS	$	$

Form UMTA 2710:0 (7-78)

(1985 - 1991)

NOT REQUIRED FROM TRANSIT SYSTEMS
WHICH OPERATE 25 OR FEWER REVENUE
VEHICLES IN ANNUAL MAXIMUM SERVICE

Form 331

FRINGE BENEFITS SUBSIDIARY SCHEDULE

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

		a	b	c
Line No.		FRINGE BENEFIT OBJECT CLASSES	EMPLOYER TOTAL	EMPLOYEE TOTAL
01	502.01	FICA or Railroad Retirement		
02	502.02	Pension Plans (including long-term disability insurance)		
03	502.03	Hospital, Medical, and Surgical Plans		
04	502.04	Dental Plans		
05	502.05	Life Insurance Plans		
06	502.06	Short-Term Disability Insurance		
07	502.07	Unemployment Insurance		
08	502.08	Workmen's Compensation Insurance or Fed. Empl. Liab. Act Contribution		
09	502.09	Sick Leave		
10	502.10	Holiday (including all premiums paid for work on holidays)		
11	502.11	Vacation		
12	502.12	Other Paid Absence (bereavement pay, military pay, jury duty pay, etc.)		
13	502.13	Uniform and Work Clothing Allowances		
14	502.14	Other Fringe Benefits		
15		**TOTAL**		

Not required from transit systems ich directly operate 25 or fewer revenue vehicles in annual maximum service.

Fringe Benefits
Form (331)

Form not applicable

ection 15 ID

Form 005 Included

Fringe Benefit Object Classes	Employer Total
	b
502. Fringe benefits	
01 FICA or railroad retirement and/or PERS	
02 Pension plans (including long-term disability insurance)	
03 Hospital, medical, and surgical plans	
04 Dental plans	
05 Life insurance plans	
06 Short-term disability insurance	
07 Unemployment insurance	
08 Workers compensation insurance or Federal Employee Liability Act contribution	
09 Sick leave	
10 Holiday (including all premiums paid for work on holidays)	
11 Vacation	
12 Other paid absence (bereavement pay, military pay, jury duty pay, etc.)	
13 Uniform and work clothing allowances	
14 Other fringe benefits	
Total fringe benefits	

Date Prepared

Date Updated

☐ Form not applicable

NTD ID ☐☐☐☐

☐ Form 005 Included

Fringe Benefits
Form (331)

Required from transit agencies
which directly operate
100 or more revenue vehicles
in annual maximum service.

a		b
Line No.	**Fringe Benefit Object Classes**	**Employer Total**
	502. Fringe benefits	▨
01	01 FICA or railroad retirement and/or PERS	
02	02 Pension plans (including long-term disability insurance)	
03	03 Hospital, medical, and surgical plans	
04	04 Dental plans	
05	05 Life insurance plans	
06	06 Short-term disability insurance plans	
07	07 Unemployment insurance	
08	08 Worker's compensation insurance or Federal Employee's Liability Act contribution	
09	09 Sick leave	
10	10 Holiday (including all premiums paid for work on holidays)	
11	11 Vacation	
12	12 Other paid absence (bereavement pay, military pay, jury duty pay, etc.)	
13	13 Uniform and work clothing allowances	
14	14 Other fringe benefits	
		▨
15	**Total fringe benefits**	
		▨

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

Report Year 1997

(1994 - 1997)

PENSION PLAN QUESTIONNAIRE (332)

DESCRIPTION OF THE DATA

Form 332 contains information on the cost components of the various pension plans that reporters provide for their employees for the 1979 through the 1990 report years.

CHANGES TO THE DATA

Form 332 was included in the reporting requirements for the National Transit Database in 1979 and remained unchanged. This form was discontinued beginning with the 1991 report year.

DATA AVAILABILITY

All of the information on this form is contained in the complete data sets. No data from this form are contained in the published Data Tables or on the National Transit Database diskettes. Data for 1979 through 1990 may also be obtained from special data subsets. The chapter on "Data Availability" contains more information on obtaining information from this form.

(1979 - 1990)

NOT REQUIRED FROM TRANSIT SYSTEMS OPERATING 25 OR FEWER REVENUE VEHICLES

Form 322

PENSION PLAN QUESTIONNAIRE

Transit System ID ☐☐☐☐

Level ☐

Fiscal Year Ended ☐☐ *Month* ☐☐ *Day* ☐☐ *Year*

a LINE NO.	ITEM		*b* DOLLAR AMOUNT
	1. Fully Funded Plan		
01	a. Current Service Cost	$	☐
02	b. Prior Service Cost		☐
03	c. Interest on prior Service Cost		☐
04	Fully Funded Plan—Total Cost		☐
05	2. Pay-As-You-Go-Plan—Total Cost		☐
06	TOTAL PENSION PLAN COST *(Line 04 plus line 05)*		☐
	3. Pension Liability		
07	a. Plan Assets		☐
08	b. Less vested benefits		☐
09	Unfunded Liability		☐
	4. If you committed to a fully funded plan, please indicate the following:		
10	a. *Unfunded* prior service cost		☐
11	b. Years remaining to fully fund this cost		☐
	5. If you have a pay-as-you-go plan, please indicate the following:		
12	a. Unfunded prior service cost		☐
13	b. Years required to fully fund this cost		☐
	6. If you now have a pay-as-you-go plan and you have had a recent actuarial study or other similar estimate made to determine your cost under a fully funded pension plan, please indicate what your pension plan expense *would have been* during the period under the fully funded plan:		
14	a. Current Service Cost		☐
15	b. Prior Service Cost		☐
16	c. Interest on prior Service Cost		☐
17	ESTIMATED TOTAL COST	$	☐

Form UMTA F2710.21 (7-78)

CHAPTER 7. NON-FINANCIAL OPERATING DATA

TRANSIT SYSTEM SERVICE PERIOD SCHEDULE (401)

DESCRIPTION OF THE DATA

This form shows all periods of transit service directly operated by National Transit Database reporters for the 1979 through the 1990 report years. Information is available on both the time limits of transit service periods (e.g., AM and PM peaks, and midday) and on the total hours involved in the provision of that service for weekdays, Saturdays, and Sundays. Data are available for each mode directly operated by the reporter.

CHANGES TO THE DATA

For the 1984 report year, this form was slightly revised. A "morning period" (line 7, column b), which is the elapsed time from "time AM service begins" (line 1, column b) to "time AM peak service begins" (line 2, column b), was added. This cell was not included on previous forms.

This form was eliminated for the 1991 report year. Data previously reported on Form 401 on limits of service by peak periods were consolidated with other related service statistics on the Transit Agency Service Form (406/407).

DATA AVAILABILITY

The data contained on this form are not provided in the published Data Tables or the National Transit Database diskettes. These data are available in the complete data set and in special data subsets. Refer to the chapter on “Data Availability” for further information on obtaining statistics from this form.

Form 401

TRANSIT SYSTEM SERVICE PERIOD SCHEDULE

Transit System ID

Level

Fiscal Year Ended *Month* *Day* *Year*

Mode ______________ Code

a		*b*	*c*	*d*
LINE NO.	**ITEM**	**WEEKDAYS**	**SATURDAY**	**SUNDAY**
	LIMITS OF SERVICE PERIOD:			
01	Time AM service begins			
02	Time AM *PEAK* service begins			
03	Time Midday service begins			
04	Time PM *PEAK* service begins			
05	Time Night service begins			
06	Time Night service ends			
	TOTAL HOURS			
07	AM Peak period			
08	Midday period			
09	PM Peak period			
10	Night period			
11	ENTIRE DAY—TOTAL HOURS			

(1984 - 1990)

Form 401

TRANSIT SYSTEM SERVICE PERIOD SCHEDULE

Transit ID

Fiscal Year End
Month Day Year

Level

Mode

		b	c	d
Line No.	ITEM	WEEKDAYS	SATURDAY	SUNDAY
	LIMITS OF SERVICE PERIOD:			
01	Time Morning service begins			
02	Time AM *PEAK* service begins			
03	Time Midday service begins			
04	Time PM *PEAK* service begins			
05	Time Night service begins			
06	Time Night service ends			
	TOTAL HOURS			
07	Morning period			
08	AM Peak period			
09	Midday period			
10	PM Peak period			
11	Night period			
12	ENTIRE DAY -- TOTAL HOURS			

REVENUE VEHICLE MAINTENANCE AND ENERGY FORM (402)

DESCRIPTION OF THE DATA

This form contains reliability, maintenance, and energy consumption information for transit vehicles (i.e., service interruptions, labor hours for inspection, maintenance facilities, and fuel consumption). Data are available for each mode directly operated by the reporter through 1994 and also for purchased transportation service beginning with the 1995 report year.

CHANGES TO THE DATA

This form was included in the reporting requirement in 1979 and remained unchanged through the 1991 report year.

In 1992, this form was expanded to include data on heavy maintenance facilities. "Light Maintenance Facilities" was renamed as "General Purpose Facilities." This is consistent with the prior requirements to report facilities used for both light and heavy maintenance activities as a light maintenance facility. In addition, the energy consumption categories were expanded to include additional types of alternative fuels (e.g., ethanol and CNG).

In 1993, the roadcall category was renamed and further expanded to include all service interruptions.

For 1995, the form was changed to collect data by type of service (directly operated or purchased transportation). This information is optional for 1995 and required for 1996. For years prior to 1995, this data was not provided for purchased transportation. Also for the 1995 report year, data is required for rail modes. Prior to 1995, rail data were optional.

For 1997, report data by mode for directly operated service only.

DATA AVAILABILITY

All of the information from this form is contained in the published Data Tables and on National Transit Database diskettes. It is also available from the entire database or as a special data subset. Please refer to the chapter on "Data Availability."

Form No. 402

REVENUE VEHICLE MAINTENANCE PERFORMANCE AND ENERGY CONSUMPTION SCHEDULE

Transit System ID ☐☐☐☐ Level ☐

Fiscal Year Ended ☐☐ ☐☐ ☐☐ Mode ____________ Code ☐
a *Month* *Day* *Year* *b*

LINE NO.	ITEM	AMOUNTS
	NUMBER OF ROADCALLS	
01	For mechanical failure	
02	For other reasons	
03	TOTAL ROADCALLS	
04	TOTAL LABOR HOURS FOR INSPECTION & MAINTENANCE	
	NUMBER OF LIGHT MAINTENANCE FACILITIES	
05	Serving under 200 vehicles	
06	Serving 200-300 vehicles	
07	Serving more than 300 vehicles	
08	TOTAL LIGHT MAINTENANCE FACILITIES	
	ENERGY CONSUMPTION	
09	Kilowatt hours of propulsion power (000)	
10	Gallons of diesel fuel	
11	Gallons of gasoline	
12	Gallons of LPG or LNG	
13	Gallons of bunker fuel	

Form UMTA F2710.64 (7-78)

(1992)

Revenue Vehicle Maintenance Performance and Energy Consumption
Form (402)

Section 15 ID ☐☐☐☐

☐ Form 005 Included

Mode ☐☐

		b
ine o.	Item	Amounts
	Number of roadcalls	▨
1*	For mechanical failure	
2*	For other reasons	
3*	**Total roadcalls**	
4	**Total labor hours for inspection and maintenance**	
	Number of maintenance facilities	▨
	Number of general purpose facilities	▨
05	Serving under 200 vehicles	
06	Serving 200-300 vehicles	
07	Serving more than 300 vehicles	
08	**Number of heavy maintenance facilities**	
09	**Total maintenance facilities**	
	Energy consumption	▨
0	Kilowatt hours of propulsion power	
1	Gallons of diesel fuel	
2	Gallons of gasoline	
3	Gallons of LPG	
4	Gallons of LNG	
5	Gallons of methanol	
6	Gallons of ethanol	
7	Pounds of CNG	
8	Gallons of bunker fuel	
9	Other fuel	

*Not applicable to rail modes

Date Prepared ☐☐☐☐☐☐ Date Updated ☐☐☐☐☐☐

Revenue Vehicle Maintenance and Energy Form (402)

Form not applicable

Section 15 ID

Form 005 Included

Mode

a		b
Line	Item	Amounts
	Number of revenue service interruptions	
01	Mechanical reasons	*
02	Other reasons	*
03	**Total revenue service interruptions**	*
04	**Total labor hours for inspection and maintenance**	
	Number of maintenance facilities	
	Number of general purposes facilities	
05	Serving under 200 vehicles	
06	Serving 200-300 vehicles	
07	Serving more than 300 vehicles	
08	Number of heavy maintenance facilities	
09	**Total maintenance facilities**	
	Energy consumption	
0	Kilowatt hours of propulsion power	
1	Gallons of diesel fuel	
2	Gallons of gasoline	
3	Gallons of LPG	
4	Gallons of LNG	
5	Gallons of methanol	
6	Gallons of ethanol	
7	Pounds of CNG	
8	Gallons of bunker fuel	
9	Other	

* Lines 01, 02, and 03, are optional for fixed guideway modes.

Date Prepared

Date Updated

Revenue Vehicle
Maintenance and Energy
Form (402)

☐ Form not applicable

NTD ID ☐☐☐☐

☐ Form 005 Included

Mode ☐

Type of Service ☐

a		b
Line No.		Amounts
	Number of revenue service interruptions	
01	Mechanical reasons	
02	Other reasons	
03	**Total revenue service interruptions**	
04	**Total labor hours for inspection and maintenance**	
	Number of maintenance facilities	
	Number of general purposes facilities	
05	Serving under 200 vehicles	
06	Serving 200-300 vehicles	
07	Serving more than 300 vehicles	
08	Number of heavy maintenance facilities	
09	**Total maintenance facilities**	
	Energy consumption	
10	Kilowatt hours of propulsion power	
11	Gallons of diesel fuel	
12	Gallons of gasoline	
13	Gallons of LPG	
14	Gallons of LNG	
15	Gallons of methanol	
16	Gallons of ethanol	
17	Gallons of CNG	
18	Gallons of bunker fuel	
19	Gallons of kerosene	
20	Gallons of grain additive fuel	
21	Other	

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

TRANSIT WAY MILEAGE (403)

DESCRIPTION OF THE DATA

This form contains data on all fixed route modes. For each rail mode, it contains directional route miles, miles of track, number of crossings, number of stations, and average monthly directional routes. For each non-rail fixed route mode, it contains directional route miles on exclusive Rights-Of-Way (ROW), controlled access ROW, and mixed traffic ROW. In addition, average monthly directional route miles are reported to reflect partial year use of facilities, as required for Section 9 apportionments.

Data for transit way mileage is not provided for demand response, vanpool, or other non-fixed route modes.

CHANGES TO THE DATA

For 1979 through 1983, Form 403 was less detailed and contained only four columns of data (i.e., columns b-e). For 1983, this form was revised to permit explicit reporting of data for all modes. More detailed information is provided for rail modes than for non-rail modes (as on the original form), and provisions are made for reporting up to three rail modes and five non-rail modes on a single page. In addition, reporters indicate whether service reported is purchased or directly operated at the top of the page allowing a clear distinction between these types of services.

Beginning with the 1984 report year, several revisions were made to Form 403 and definitions were clarified as follows:

Directional Route Miles. The term "directional route miles" is defined synonymously with the term "miles of directional roadway." The term is defined as the total miles over which public transportation vehicles travel while in revenue service. It is computed with regard to direction, but without regard to the number of traffic lanes or rail tracks existing in the ROW.

If vehicles travel in only one direction within the ROW, each mile is counted once. If vehicles travel in both directions, each mile is counted twice.

For example, a mile of single track over which streetcars operate in both directions represents two directional route miles. And a mile of exclusive busway on which a transit company operates six different routes in only a single direction represents one directional route mile, regardless of the number of routes.

Exclusive Rights-of-Way. This term refers to roadways restricted at all times to use by transit vehicles and often other high-occupancy vehicles. The restriction must be sufficiently enforced so that 95% of the vehicles using the ROW are authorized to use it.

Controlled Access Rights-of-Way. Lanes restricted for at least a portion of the day to use by transit vehicles and often other high occupancy vehicles. Use of a controlled access lane may also be permitted for vehicles preparing to turn. The restriction must be sufficiently enforced so that 95% of vehicles using the lane during the restricted period are authorized to use it.

Mixed Traffic Rights-of-Way. Roadways other than exclusive and controlled access ROW used for transit operations.

Miles of Track. This figure replaced "miles of electric track" to accommodate the addition of non-electrified rail modes (commuter rail).

Average Monthly Directional Route Miles. Beginning with the 1984 report year, Form 403 incorporated a new data item, "Average Monthly Directional Route Miles." The data in columns c through f should contain data reflecting schedules in effect as of the end of the fiscal year. The average data in column g reflects service start-ups, interruptions, and discountenances. These data, however, are only computed and reported if a service change during the reporting year had an impact on the number of fixed guideway directional route miles being operated.

Explict Reporting of Modal Data. For the 1985 report year and beyond, mode codes were placed directly on the form rather than entered by the reporter.

ADA Accessibility Requirements. For the 1992 report year, an additional two columns were included on Form 403 (i.e., columns f and g). These columns are used to report the number of stations that meet Americans with Disabilities Act (ADA) accessibility requirements.

Explicit Reporting of Monorail. For the 1993 report year, mileage for the Monorail Mode (MO) can be reported on line 28.

DATA AVAILABILITY

Some of the information on this form is contained in the published Data Tables and on the National Transit Database diskettes, which contain summaries of most of the data. For example, although Form 403 contains "Miles of Track" itemized by at grade, elevated, open cut, and subway, only the total number of miles of track is published in the Data Tables. The details are available only in special data subsets. Refer to the chapter on “Data Availability” for information on obtaining unpublished data.

(1979 - 1983)

Form No. 403

TRANSIT WAY MILEAGE SCHEDULE

Transit System ID ☐☐☐☐

Fiscal Year Ended ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

a		b	c	d	e
LINE NO.	RAILWAY CLASSIFICATIONS	MILES OF DIRECTIONAL ROADWAY	MILES OF ELECTRIC TRACK	NUMBER OF CROSSINGS	NUMBER OF STATIONS
	RAIL RAPID				
01	At grade, exclusive row*	☐	☐		
02	At grade, with cross traffic	☐	☐	☐	
03	Elevated on structure	☐	☐		
04	Elevated on fill	☐	☐		
05	Open cut	☐	☐		
06	Subway	☐	☐		
07	TOTAL	☐	☐	☐	☐
	STREETCAR				
08	At grade, exclusive row*	☐	☐		
09	At grade, with cross traffic	☐	☐	☐	
10	At grade, mixed and cross traffic	☐	☐	☐	
11	Elevated on structure	☐	☐		
12	Elevated on fill	☐	☐		
13	Open cut	☐	☐		
14	Subway	☐	☐		
15	TOTAL	☐	☐	☐	
16	FERRY BOAT MILES OF WATERWAY	☐			
	BUS ROADWAY CLASSIFICATIONS	DIRECTIONAL MILES ON EXCLUSIVE ROW*	DIRECTIONAL MILES ON CONTROLLED ACCESS ROW*	DIRECTIONAL MILES ON MIXED TRAFFIC ROW*	
17	MOTORBUS	☐	☐	☐	
18	TROLLEY BUS	☐	☐	☐	
19	TOTAL MILES	☐	☐	☐	

* ROW = right- of- way

Form UMTA F2710.65(7-78)

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

a Line No.	b GUIDEWAY CLASSIFICATIONS RAIL MODES	c DIRECTIONAL ROUTE MILES	d MILES OF TRACK	e NUMBER OF CROSSINGS	f NUMBER OF STATIONS	g AVERAGE MONTHLY DIRECTIONAL ROUTE MILES
01	**MODE CODE:** ☐☐					
02	At grade, exclusive row					
03	At grade, with cross traffic					
04	At grade, mixed and cross traffic					
05	Elevated on structure					
06	Elevated on fill					
07	Open cut					
08	Subway					
09	TOTAL					
10	**MODE CODE:** ☐☐					
11	At grade, exclusive row					
12	At grade, with cross traffic					
13	At grade, mixed and cross traffic					
14	Elevated on structure					
15	Elevated on fill					
16	Open cut					
17	Subway					
18	TOTAL					
19	**MODE CODE:** ☐☐					
20	At grade, exclusive row					
21	At grade, with cross traffic					
22	At grade, mixed and cross traffic					
23	Elevated on structure					
24	Elevated on fill					
25	Open cut					
26	Subway					
27	TOTAL					
	NON-RAIL MODES	DIRECTIONAL ROUTE MILES ON EXCLUSIVE ROW	DIRECTIONAL ROUTE MILES ON CONTROLLED ACCESS ROW	DIRECTIONAL ROUTE MILES ON MIXED TRAFFIC ROW		
28	**MODE CODE:** ☐☐					
29	☐☐					
30	☐☐					
31	☐☐					
32	☐☐					

* DO – Directly Operated Service PT – Purchased Transportation Service

(1984)

Form 403 Page of

TRANSIT WAY MILEAGE SCHEDULE

Transit ID ☐☐☐☐ Level ☐

Fiscal Year End ☐☐ ☐☐ ☐☐ Type of Service * ☐

Month Day Year

b	c	d	e	f	g
GUIDEWAY CLASSIFICATIONS RAIL MODES	DIRECTIONAL ROUTE MILES	MILES OF TRACK	NUMBER OF CROSSINGS	NUMBER OF STATIONS	AVERAGE MONTHLY DIRECTIONAL ROUTE MILES
MODE CODE: RR					
At grade, exclusive row	☐	☐			
At grade, with cross traffic	☐	☐	☐		
At grade, mixed & cross traffic	☐	☐	☐		
Elevated on structure	☐	☐			
Elevated on fill	☐	☐			
Open cut	☐	☐			
Subway	☐	☐			
TOTAL	☐	☐	☐	☐	☐
MODE CODE: SC					
At grade, exclusive row	☐	☐			
At grade, with cross traffic	☐	☐	☐		
At grade, mixed & cross traffic	☐	☐	☐		
Elevated on structure	☐	☐			
Elevated on fill	☐	☐			
Open cut	☐	☐			
Subway	☐	☐			
TOTAL	☐	☐	☐	☐	☐
MODE CODE: CR					
At grade, exclusive row	☐	☐			
At grade, with cross traffic	☐	☐	☐		
At grade, mixed & cross traffic	☐	☐	☐		
Elevated on structure	☐	☐			
Elevated on fill	☐	☐			
Open cut	☐	☐			
Subway	☐	☐			
TOTAL	☐	☐	☐	☐	☐
MODE CODE: IP					
Exclusive ROW	☐	☐	☐	☐	☐
MODE CODE: CC					
Exclusive ROW	☐	☐	☐	☐	☐
MODE CODE: AG					
Exclusive ROW	☐	☐	☐	☐	☐

NON-RAIL MODES	DIRECTIONAL ROUTE MILES ON EXCLUSIVE ROW	DIRECTIONAL ROUTE MILES ON CONTROLLED ACCESS ROW	DIRECTIONAL ROUTE MILES ON MIXED TRAFFIC ROW		
MODE CODE: MB	☐	☐	☐		☐
TB	☐	☐	☐		☐
FB	☐	☐	☐		☐
TR	☐	☐	☐		☐
OR	☐	☐	☐		☐

* DO = Directly Operated Service PT = Purchased Transportation Service

(1992)

Transit Way Mileage
Form (403)

ection 15 ID ☐☐☐☐

Form 005 Included

Type of Service ☐☐

b	c	d	e	f	g	h
Guideway Classifications Rail Modes	**Directional Route Miles**	**Miles of Track**	**Number of Crossings**	**Number of Stations**		**Average Monthly Directional Route Miles ***
				Total	ADA Accessible	
Mode code: HR						
At grade, exclusive ROW						
At grade, with cross traffic						
At grade, mixed & cross traffic						
Elevated on structure						
Elevated on fill						
Open cut						
Subway						
Total						
Mode code: LR						
At grade, exclusive ROW						
At grade, with cross traffic						
At grade, mixed & cross traffic						
Elevated on structure						
Elevated on fill						
Open cut						
Subway						
Total						
Mode code: CR						
At grade, exclusive ROW						
At grade, with cross traffic						
At grade, mixed & cross traffic						
Elevated on structure						
Elevated on fill						
Open cut						
Subway						
Total						
Mode code: IP						
Exclusive ROW						
Mode code: CC						
Exclusive ROW						
Mode code: AG						
Exclusive ROW						
Non-Rail Modes	**Directional Route Miles on Exclusive ROW**	**Directional Route Miles on Controlled Access ROW**	**Directional Route Miles on Mixed Traffic ROW**			
Mode code: MB						
TB						
FB						
TR						
OR						

omplete column h only if there was a change (increase/decrease) in service during
eporting period that affected the number of directional route miles

Date Prepared ☐☐☐☐☐☐ Date Updated ☐☐☐☐☐☐

Form not applicable

tion 15 ID

Form 005 Included

Transit Way Mileage
Form (403)

(1993 - 1996)

Type of Service

	b	c	d	e	f	g
ideway Classifications Rail Modes	Directional Route Miles	Miles of Track	Number of Crossings	Number of Stations Total	 ADA Accessible	Average Monthly Directional Route Miles
de code: CR						
grade, exclusive ROW						
grade, with cross traffic						
grade, mixed & cross traffic						
vated on structure						
vated on fill						
en cut						
way						
tal						*
de code: HR						
grade, exclusive ROW						
grade, with cross traffic						
grade, mixed & cross traffic						
vated on structure						
vated on fill						
en cut						
way						
tal						*
de code: LR						
grade, exclusive ROW						
grade, with cross traffic						
grade, mixed & cross traffic						
vated on structure						
vated on fill						
en cut						
way						
al						*
de code: AG						
clusive ROW						*
de code: CC						
clusive ROW						*
de code: IP						
clusive ROW						*
de code: MO						
clusive ROW						

n-Rail Modes	Directional Route Miles on Exclusive ROW	Directional Route Miles on Controlled Access ROW	Directional Route Miles on Mixed Traffic ROW			
de code: MB						*
TB						*
FB						*
TR						*
OR						*

e column g only if there was a change (increase/decrease) in service during the reporting period that affected the number of fixed guideway nal route miles.

Date Prepared

Date Updated

Transit Way Mileage
Form (403)

Not applicable to demand response, jitney, publico and vanpool modes.

☐ Form not applicable

NTD ID ☐☐☐☐

☐ Form 005 Included

Mode ___

Type of Service ___

a		b	c	d
ine o.	**Guideway Classification**	**Directional Route Miles**	**Miles of Track**	**Number of Crossings**
	Rail modes			
	At grade,			
01	Exclusive ROW			
02	With cross traffic			
03	Mixed & cross traffic			
04	Elevated-on-structure			
05	Elevated-on-fill			
06	Open-cut			
07	Subway			
08	**Total**			
09	Average Monthly*			
10	Stations			
0a	[ADA accessible]		[ ]	
	Guideway Classification	**Directional Route Miles**	**Average Monthly DRM***	
	Non-rail modes			
11	Exclusive ROW			
12	Controlled access ROW			
13	Mixed traffic ROW			
14	**Total**			

*Complete only if there was a change in service during the reporting period that affected the number of fixed guideway directional route miles.

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

TRANSIT AGENCY EMPLOYEES (404)

DESCRIPTION OF THE DATA

This form is used to determine the characteristics and number of employees working for the reporting agency. For example, this form contains employee equivalents for such categories as Transportation Administration, Revenue Vehicle Operation, and Vehicle Maintenance Administration. Reporters include only employees of their own organization on this form (i.e., employees whose labor expense is included in object class 501 on the 300 series expense forms). Personnel who work for other organizations, such as providers of purchased transportation or other contract services, are excluded from this form.

CHANGES TO THE DATA

This form has undergone extensive revision, including some clarifications as follows:

Labor Year. A revision involving the number of hours used to determine an employee's labor year was made to this form for the 1985 report year. Prior to the 1985 report year, one person's labor year was defined as 2000 hours. To determine the number of employees for each functional classification itemized on this form for 1979 through 1984, the total number of hours worked was divided by 2000 labor hours. The resulting number of employee equivalents is entered on this form to the nearest tenth employee. For example, if two employees worked a total of 800 hours, this figure would be divided by 2000 labor hours and the result reported as 0.4 employee equivalents.

For the 1985 and subsequent report years, the definition used for an employee equivalent was revised. In keeping with industry standards, "Employee Equivalents" are now based on 2080 hours. Using the same example as in the previous paragraph, the 800 hours worked by two employees are now divided by 2080 labor hours rather than 2000 to determine employee equivalents. Employee equivalents were used until 1992.

Labor Categories. The categories used to count labor full-time equivalents were revised for the 1985 report year. Previously, reporters used ten employee categories to provide information that primarily distinguished between managerial and clerical employees and employees assigned to operating and capital activities. These distinctions were of minor value to data users, despite significant general interest in labor information, and did not reflect personnel categories commonly used in the transit industry.

The modified form uses revised employee categories. Each new job category is clearly defined in terms of the functional expense totals for labor used on the audited expense forms (300 series). The revised labor definitions are more meaningful because they link equivalent labor years to audited dollar totals.

Capital Labor. For the 1979 through 1984 report years, capital labor was entered for all ten lines and the total. Beginning with the 1985 report year, capital data was entered only for the total.

For the 1992 report year, Form 404 was significantly revised and incorporated the following changes:

- Labor information for hours worked by employees, "Employee Work Hours," is reported instead of employee equivalents. Hours worked by the agency's employees on behalf of purchased transportation services as well as the directly operated services are reported. This information is optional for the 1992 report year but is required for the 1993 and subsequent report years.

- Hours worked by part-time employees are reported. This information is optional for the 1992 report year but is required for the 1993 and subsequent report years.

For 1993, the form was divided into two sections: "Employee Work Hours" and "Actual Person Count." Full- and part-time employees by the actual person count are reported. Part-time employee actual person count figures are optional.

Full- and Part-time Employees. Employee work hours (directly operated) and actual person count are required reporting for labor classification Vehicle Operations, and optional for sub-classification Transportation Administration and Support, Revenue Vehicle Operation, Ticketing and Fare Collection, and System Security. This figure includes both full- and part-time employees whose labor is included in object class 501 under directly operated service. Because some of these data are reported optionally, not all information regarding employees is readily available through the National Transit Database.

For 1995, the form was changed to collect data by type of service (directly operated or purchased transportation). This information is optional for 1995 but required for 1996. For years prior to 1995, this data was not separated by type of service. In addition, only a total for "Employee Work Hours" is reported; the category of "Actual Person Count" remained unchanged.

For 1997, report data by mode for directly operated service only.

DATA AVAILABILITY

All of the information on this form is contained in the published Data Tables and the National Transit Database diskettes.

Form 404

TRANSIT SYSTEM EMPLOYEE COUNT SCHEDULE

ansit ID ☐☐☐☐

Level ☐

cal Year End ☐☐ ☐☐ ☐☐
Month *Day* *Year*

Mode ☐

ne		EMPLOYEE CLASSIFICATION	b EMPLOYEE EQUIVALENTS	c
			OPERATING LABOR	CAPITAL LABOR
	11.	Transportation Executive, Professional and Supervisory Personnel	☐	☐
	12.	Transportation Support Personnel	☐	☐
	13.	Revenue Vehicle Operators	☐	☐
	21.	Maintenance Executive, Professional and Supervisory Personnel	☐	☐
	22.	Maintenance Support Personnel	☐	☐
	23.	Revenue Vehicle Maintenance Mechanics	☐	☐
	24.	Other Maintenance Mechanics	☐	☐
	25.	Vehicle Servicing Personnel	☐	☐
	31.	General Administration, Executive Professional and Supervisory Personnel	☐	☐
	32.	General Administration Support Personnel	☐	☐
		TOTAL TRANSIT SYSTEM EMPLOYEES	☐	☐

(1985 - 1991)

Form 404

TRANSIT SYSTEM EMPLOYEE EQUIVALENT SCHEDULE

Transit ID ☐☐☐☐

Level ☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Mode ☐

		b	c
ne	LABOR CLASSIFICATION	EMPLOYEE EQUIVALENTS	
		OPERATING LABOR	CAPITAL LABOR
1	Transportation Administration	☐	
2	Revenue Vehicle Operation	☐	
3	Transportation Support	☐	
4	Vehicle Maintenance Administration	☐	
5	Revenue Vehicle Inspection & Maintenance	☐	
6	Vehicle Maintenance Support	☐	
7	Non-Vehicle Maintenance Administration	☐	
8	Non-Vehicle Maintenance Support	☐	
9	Marketing and Planning	☐	
0	General Administration Support	☐	
1	**TOTAL TRANSIT SYSTEM EMPLOYEE EQUIVALENTS**	☐	☐

(1992)

Section 15 ID ☐☐☐☐

Form (404)

☐ Form 005 Included

Mode ☐☐

a		b	c	d	e
Line No.	Labor Classification	Employee Work Hours		Part-Time Employees	Hours for Part-Time Employees
		Directly Operated	Purchased Transportation	√	
	501. Labor				
01	010 Transportation administration and support		< >		< >
02	030 Revenue vehicle operation		< >		< >
03	151 Ticketing and fare collection		< >		< >
04	161 System security		< >		< >
05	041 Vehicle maintenance		< >		< >
06	042 Non-vehicle maintenance		< >		< >
07	160 General administration		< >		< >
08	**Total system operating labor hours**		< >		< >
09	**Total system capital labor hours**		< >		< >

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

Form (404)

Section 15 ID

Form 005 Included

Mode

a		b	c	d	e
		Employee Work Hours		Actual Person Count	
Line No.	Labor Classification	Directly Operated	Purchased Transportation	Full Time Employees	Part Time Employees
	501. Labor				
01	010 Vehicle operations		< >		< >
02	010 Transportation administration and support	< >	< >	< >	< >
03	030 Revenue vehicle operation	< >	< >	< >	< >
04	151 Ticketing and fare collection	< >	< >	< >	< >
05	161 System security	< >	< >	< >	< >
06	041 Vehicle maintenance		< >		< >
07	042 Non-vehicle maintenance		< >		< >
08	160 General administration		< >		< >
09	**Total system operating labor**		< >		< >
10	**Total system capital labor**		< >		< >
11	**Total system**		< >		< >

Date Prepared

Date Updated

Form (404)

☐ Form not applicable

NTD ID ☐☐☐☐

☐ Form 005 Included

Mode ☐☐

Type of Service ☐☐

a		b	c	d
Line No.	Labor Classification	Employee Work Hours	Actual Person Count	
			Full Time Employees	Part Time Employees
	501. Labor			
01	011 Transportation administration and support	< >	< >	< >
02	030 Revenue vehicle operation	< >	< >	< >
03	151 Ticketing and fare collection	< >	< >	< >
04	161 System security	< >	< >	< >
05	010 Vehicle operations			
06	041 Vehicle maintenance			
07	042 Non-vehicle maintenance			
08	160 General administration			
09	**Total operating labor**			
10	**Total capital labor**			
11	**Total labor**			

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

TRANSIT SAFETY AND SECURITY (405)

DESCRIPTION OF THE DATA

This form has undergone significant change since it became part of the reporting requirement in 1978. In particular, the addition of reporting thresholds has significantly improved the reliability of the data reported on this form. Because the National Transit Database used no thresholds for reporting transit accident data prior to 1990, interpretation of what constitutes an accident was not uniform and was not entirely consistent among transit agencies. Because of these limitations, accident data should be viewed as a gross indicator of transit safety or as an indication of one system's historical safety trends. This form also includes some security data beginning with the 1995 report year.

CHANGES TO THE DATA

Form 405 was included in the reporting requirement for the National Transit Database in 1979 and remained unchanged through the 1984 report year. For the 1985 report year, some definitions were clarified as follows:

Accident and Incident Definitions. Accident and incident definitions were clarified beginning with the 1985 report year. The ambiguities between incidents classified as accidents and the injuries that result from accidents were resolved. An accident is defined as any incident that involves injury, fatality, and/or property damage. Each accident may involve more than one injury. This clarification allows improved safety analysis and intermodal comparisons.

Beginning with the 1990 report year, this form was changed significantly. Reporters began submitting safety data (i.e., Collisions, Derailments, Personal Casualities, and Fires) by revised categories (i.e., Incidents, Fatalities, and Injuries). Also, the number of fatalities and injuries of patrons were submitted. These data exclude injuries resulting from illness, robberies, assaults, and other crimes or misdemeanors.

Transit Property Damage. Reporters began reporting a dollar amount for total transit property damage in 1990. This figure represents the amount paid during the reporter's fiscal year.

Purchased Transportation. Beginning with the 1990 report year, safety data is reported for or by purchased service contractors with more than 50 vehicles in maximum service.

Form 405 contained added information for the 1994 report year as follows:

Employee Injuries and Fatalities. For 1994, the number of injuries and fatalities for employees of the transit agency is reported on Line 11b. These data are optional for the 1994 report year and mandatory beginning with the 1995 report year.

Security Data. For the 1995 report year, there were significant revisions to the forms, definitions, and data collection. In particular, security data was added to the reporting requirement. All transit agencies are required to report safety data, however, only transit agencies serving urbanized areas with a population of 200,000 or more must report security data. Other important changes for the 1995 report year follow:

- Safety and security data is reported by all purchased transportation contractors.
- Safety items are reported for at-grade collision incidents and non-collision incidents in parking facilities, on ROW, and in stations/bus stops associated with elevators.
- All safety related fatalities and injuries are categorized by patrons, employees, and others.
- Arson and trespassing are reported as security items; previously they were reported as safety items.
- Security items are reported by summarizing data collected under the Federal Bureau of Investigation's (FBI) Uniform Crisis Reporting Program (1984). Data is categorized by location of incident: in transit vehicle, in transit station, or on transit property.
- Data is reported by mode for directly operated service, and for 1995 is optional for purchased transportation. Reporting for purchased transportation is required for 1996 and beyond.

DATA AVAILABILITY

Accident data are available at the summary level in the published Data Tables on National Transit Database diskettes. All of the information on this form is available from the complete data set and in special data subsets. Refer to the chapter on "Data Availability" for further information.

(1979 - 1989)

FORM 405

TRANSIT SYSTEM ACCIDENTS SCHEDULE

ransit ID ☐☐☐☐

iscal Year End ☐☐ ☐☐ ☐☐ Level ☐

Month *Day* *Year*

		b	c	d
ne o.	ITEM	COLLISION	NON-COLLISION	STATION
	NUMBER OF ACCIDENTS CLASSIFIED AS:			
1	Fatality, Personal Injury & Property Damage			
2	Fatality & Personal Injury			
3	Fatality & Property Damage			
4	Fatality Only			
5	Personal Injury & Property Damage			
6	Personal Injury Only			
7	Property Damage Only			
8	TOTAL ACCIDENTS			
	NUMBER OF FATALITIES CLASSIFIED AS:			
	Revenue Vehicle Occupants			
9	On-Duty Employees			
0	Others			
	Other Vehicle Occupants			
1	On-Duty Employees			
2	Others			
	Pedestrians			
3	On-Duty Employees			
4	Others			
	NUMBER OF PERSONS INJURED CLASSIFED AS:			
	Revenue Vehicle Occupants			
5	On-Duty Employees			
6	Others			
	Other Vehicle Occupants			
7	On-Duty Employees			
8	Others			
	Pedestrians			
19	On-Duty Employees			
20	Others			

Transit Safety
Form (405)

Form not applicable

Section 15 ID

Form 005 Included

Mode

		b	c	d
e	**Items**	**Incidents**	**Fatalities**	**Injuries**
	Collisions			
1	Collisions with other vehicles			
2	Collisions with objects			
3	Collisions with people			
3a	(attempted/successful suicides)	[ ]	[ ]	[ ]
	Non-collisions			
	Derailments			
4	Derailments/buses going off road			
	Personal casualties			
5	Inside vehicle			
6	Boarding and alighting vehicle			
6a	(associated with lifts)	[ ]	[ ]	[ ]
7	In stations/bus stops			
7a	(associated with escalators)	[ ]	[ ]	[ ]
	Fires (no thresholds)			
8	In vehicles			
9	In stations			
0	Right of way & others			
	Total			
a	**Total patrons**		[ ]	[ ]
	Transit property damage	$		

Date Prepared

Date Updated

Transit Safety
Form (405)

☐ Form not applicable

Section 15 ID ☐

☐ Form 005 Included

Mode

a		b	c	d
ine No.	Items	Incidents	Fatalities	Injuries
	Collisions			
01	Collisions with other vehicles			
02	Collisions with objects			
03	Collisions with people			
03a	(attempted/successful suicides)	[ ]	[ ]	[ ]
	Non-collisions			
	Derailments			
04	Derailments/buses going off road			
	Personal casualties			
05	Inside vehicle			
06	Boarding and alighting vehicle			
06a	(associated with lifts)	[ ]	[ ]	[ ]
07	In stations/bus stops			
07a	(associated with escalators)	[ ]	[ ]	[ ]
	Fires (no thresholds)			
08	In vehicles			
09	In stations			
10	Right of way & others			
11	**Total**			
11a	**Total patrons**		[ ]	[ ]
11b	**Total employees**		<[ ]>	<[ ]>
12	**Transit property damage**	$		

Date Prepared ☐

Date Updated ☐

(1995 - 1996)

Transit Safety and Security
Form (405)
Page 1 of 2

Mode ____

Type of Service ____

	b	c	d	e	f	g	h
Safety Items	Incidents	Fatalities			Injuries		
Collisions		Patrons	Emps.	Others	Patrons	Emps.	Others
Collisions with other vehicles							
(at grade crossings)	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Collisions with objects							
(at grade crossings)	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Collisions with people							
(at grade crossings)	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
(attempted/successful suicides)	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Non-collision Derailments							
Derailments/buses going off road							
Personal casualities							
Parking facility							
Inside vehicle							
On right-of-way							
Boarding and alighting vehicle							
(associated with lifts)	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
In stations/bus stops							
(associated with escalators)	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
(associated with elevators)	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Fires (no thresholds)							
In vehicles							
In stations							
Right-of-way & others							
Total Transit Property Damage		$					

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

(1995 - 1996)

Transit Safety and Security
Form (405)
Page 2 of 2
Based on the Uniform Crime Reporting Handbook

Required from transit agencies serving UZAs of 200,000 or more population

Mode ☐

Type of Service ☐

		b	c	d
Security Items		**In Vehicle**	**In Station**	**Other Transit Prop.**
Part I Offenses (Reports)				
Violent Crime				
Homicide	Patrons			
	Employees			
	Others			
Forcible Rape	Patrons			
	Employees			
	Others			
Robbery	Patrons			
	Employees			
	Others			
Aggravated Assault	Patrons			
	Employees			
	Others			
Property Crime				
Larceny/Theft	Patrons			
	Employees			
	Others			
Motor Vehicle Theft	Patrons			
	Employees			
	Others			
Burglary				
Arson				
Part II Offenses (Arrests)				
Other Assaults				
Vandalism				
Sex Offenses				
Drug Abuse Violations				
Driving Under the Influence				
Drunkeness				
Disorderly Conduct				
Trespassing				
Fare Evasion				
Curfew and Loitering Laws				
Total Transit Property Damage		$		

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

(1997)

rm not applicable

D ☐☐☐☐

rm 005 Included

Transit Safety and Security
Form (405)
Page 1 of 2

Mode ___

Type of Service ___

	b	c	d	e	f	g	h
Safety Items	**Incidents**	**Fatalities**			**Injuries**		
ollisions		**Patrons**	**Emps.**	**Others**	**Patrons**	**Emps.**	**Others**
ollisions with other vehicles							
(at grade crossings)							
ollisions with objects							
(at grade crossings)							
ollisions with people							
(at grade crossings)							
(attempted/successful							
suicides)							
on-collisions							
Derailments							
Derailments/buses going off road							
Personal casualties							
Parking facility							
Inside vehicle							
On right-of-way							
Boarding and alighting vehicle							
(associated with lifts)							
In stations/bus stops							
(associated with escalators)							
(associated with elevators)							
on-arson fires (no thresholds)							
In vehicles							
In stations							
Right-of-way & others							
otal transit property damage		$					

e Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

(1997)

☐ Form not applicable
TD ID ☐☐☐☐
☐ Form 005 Included

Transit Safety and Security
Form (405)
Page 2 of 2

Based on the Uniform Crime Reporting Handbook

Required from transit agencies serving UZAs of 200,000 or more population

Mode ____
Type of Service ____

		b	c	d
Security Items		**In Vehicle**	**In Station**	**Other Transit Prop.**
Part I Offenses (Reports)				
Violent Crime				
Homicide	Patrons			
	Employees			
	Others			
Forcible rape	Patrons			
	Employees			
	Others			
Robbery	Patrons			
	Employees			
	Others			
Aggravated assault	Patrons			
	Employees			
	Others			
Property Crime				
Burglary				
Larceny/theft	Patrons			
	Employees			
	Others			
Motor vehicle theft	Patrons			
	Employees			
	Others			
Arson				
Part II Offenses (Arrests)				
Other assaults				
Vandalism				
Sex offenses				
Drug abuse violations				
Driving under the influence				
Drunkenness				
Disorderly conduct				
Trespassing				
Fare evasion				
Curfew and loitering laws				
Total transit property damage			$	

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

TRANSIT AGENCY SERVICE FORM (406)

DESCRIPTION OF THE DATA

Form 406 presents several types of data relating to the provision of service for non-rail modes: measures of the quantity of service supplied by reporters; measures of service consumed, including passenger trips and passenger miles; the number and characteristics of employees used to provide transit service; and the number of days that the system operated during the year. Most of these data are reported by time of day (e.g., AM and PM peaks and midday).

CHANGES TO THE DATA

Since the 1983 report year, Form 406 has undergone extensive revision including clarification and expansion of several definitions and several format changes.

Clarification of "Average Weekday." The term "Average Weekday" is used to report transit service characteristics. Average weekday is defined as the average of several weekdays selected at random throughout the year (abnormal days excluded). Beginning with the 1985 report year, "Average Weekday" data is interpreted as a typical or representative weekday in the operation of the transit system. "Average Weekday" figures exclude any atypical or high-demand transit operations, including special services or one-day events.

Deadheading -- Fixed Route Services. For fixed route transit services, deadheading was classified for the 1983 report as including: vehicles traveling between the garage and the beginning of the route where passengers may board; vehicle travel from the end of one route to the beginning of another route; travel from the end of a route to a garage or other storage facility; and removal of a vehicle from revenue service due to an accident or equipment malfunction.

Deadheading is included in total vehicle miles, but not in total vehicle revenue miles. Thus, the latter figure for fixed route transit service should be somewhat smaller than the former figure.

Deadheading -- Non-Scheduled, Non-Fixed Route Services. The concept of deadheading is not as well defined for demand response and other non-scheduled, non-fixed route services. In reporting vehicle miles and vehicle revenue miles for these modes, the following classifications were added for the 1988 report year.

- Vehicles traveling from a dispatching point to the point where the first passenger will be picked up and travel without passengers back to the dispatching point are considered deadheading.

- Travel with or without passengers while available to carry passengers between starting and ending places from a drop-off point to a pickup point should be considered revenue miles.

- If vehicle storage and maintenance locations are different from the locations from which the vehicles are dispatched, travel between locations should be considered deadheading.

Reporting of Service Personnel. Service personnel was reported for the 1979 through the 1991 report years. The definition of service personnel was clarified for the 1985 report year. Previously, service personnel were defined only as those personnel working for the reporter's system. This created confusion over whether or not to include personnel employed under a variety of contractual arrangements. The figures should now be employee or "head counts" (not employee equivalents) of all paid service personnel required to provide the service reported on Forms 406, including all full-time, standby, part-time, and other extra employees. This clarification permits more accurate measurements of labor resources expended to produce reported service units. Beginning with the 1992 report year, these data were eliminated from the reporting requirement.

Submission of Separate 406 Forms by Mode. Beginning with the 1984 report year, multi-mode systems submit a separate Form 406 for each mode operated. In addition, separate Forms 406 are used to report: (1) vehicles used for transportation services operated directly; and (2) vehicles used for providing purchased transportation services. In prior years, reporters combined service by mode for these two types of service. This requires an additional breakdown by type of service as well as by mode.

Average Time per Unlinked Trip. This information was reported for 1979 through 1982. For 1983, the requirement for reporting these data was eliminated.

Annual Totals. Prior to the 1983 report year, annual totals were estimated by FTA by assuming the operation of 253 average weekdays, 53 Saturdays, and 59 Sundays. Although this approach was uniformly applied, it resulted in some inconsistencies because of seasonal, holiday and other schedule variations among reporters. Beginning with the 1983 report year, provisions were made to report annual totals directly. Some reporters chose not to enter annual totals directly. In these cases, the FTA computed these totals using the standard formula.

Service Operated (Days). Provisions were made for the 1984 and subsequent report years to report additional information on the numbers of days services/schedules are operated. This information could be useful in comparative analyses, and is required for the Formula Grant Program apportionments. For 1984 through 1991, there were six categories of days operated/not operated. In 1992, these categories were consolidated and reduced to three (e.g., days scheduled operated, days not operated due to strikes, days not operated due to officially declared emergencies).

Actual and Scheduled Vehicle Revenue Miles. In previous reporting years, confusion over whether actual vehicle revenue miles or scheduled vehicle revenue miles were requested on Form 406 resulted in some inconsistent reporting. "Vehicle revenue miles," was broken out in the 1984 report year to show "actual vehicle revenue miles" and "scheduled vehicle revenue miles."

Scheduled vehicle revenue miles are derived from schedules operated and should not reflect service interruptions or special additional service. Actual vehicle revenue miles exclude missed trips and other service interruptions. Differentiating between actual and scheduled vehicle revenue miles encourages consistency and presents a valuable measure of transit reliability.

Calculation of Revenue Capacity Miles. The formula used to calculate revenue capacity miles for 1979 through 1984 was vehicle revenue miles multiplied by average vehicle capacity derived from Form 408. Because this method yielded inaccurate results when some vehicle types accumulated greater mileage than others, a more accurate formula using weighting was developed for the 1985 report year and used through 1991. The revised formula determines revenue capacity miles by separating revenue vehicles by exact capacity prior to multiplying this number by vehicle revenue miles. This data item was eliminated from the reporting requirement beginning with the 1992 report year.

Charter and School Bus Service. Beginning with the 1983 report year, the requirement for reporting charter and school bus miles and hours by weekday, Saturday, and Sunday schedules was eliminated. Reporters are now required to submit only annual totals for these services.

In 1991, Form 406 underwent extensive format changes, including:

Consolidation of Form 401. Data from Form 401 was reduced and consolidated on Form 406. Reporters submit data on "Limits of Service" on this form. The time service begins and ends is reported by time of day, including peak periods. These data are reported using the 2400 hour military time system.

Fleet Data from Form 003/004. This form contains annual totals for vehicles operated in maximum service. In addition, it contains data for vehicles available for maximum service. These data were previously reported on Forms 003/004.

Passenger Mile Data. Beginning with the 1991 report year, only average weekday, Saturday, Sunday, and an annual total are required for passenger mile data. Previously, these data were not reported by peak period.

For 1992, Form 406 underwent the following changes:

Optional Reporting of Service Supplied and Consumed Data. Beginning with 1992, service supplied data for actual vehicle miles, actual vehicle hours, vehicle revenue miles, vehicle revenue hours, and scheduled vehicle revenue miles for time periods of an average weekday are reported optionally. Service consumed data for unlinked passenger trips for time periods of an average weekday are also optional.

Consolidation of Forms 406/407. Beginning with the 1993 report year, service supplied data for rail and non-rail modes are reported on this form. Form 407 was eliminated.

ADA compliance requirements. Beginning with 1996, annual total unlinked passenger trips attributable to Americans with Disabilities Act (ADA) compliance requirements must be reported.

DATA AVAILABILITY

Some of the data reported on this form are available from the published Data Tables and the National Transit Database diskettes. For example, the published Data Tables and diskettes contain annual totals for service supplied and service consumed data, but average weekday figures for these data, as well as information on service personnel and days operated, must be obtained from the complete data set. See the chapter on "Data Availability" for further information on obtaining these data.

(1979 - 1983)

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED, SERVICE PERSONNEL, & SERVICE OPERATED SCHEDULE

NON-RAIL MODES

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

Mode ☐

Type of Service* ☐

a		b	c	d	e	f	g	h	i
Line No.	ITEM	AVERAGE WEEKDAY				AVERAGE WEEKDAY TOTAL	AVERAGE SATURDAY TOTAL	AVERAGE SUNDAY TOTAL	ANNUAL TOTAL
		AM PEAK	MIDDAY	PM PEAK	OTHER				
	SERVICE SUPPLIED								
01	Number of vehicles in operation								N/A
02	Total actual vehicle miles								
03	Total actual vehicle hours								
04	Total actual vehicle revenue miles								
05	Total scheduled vehicle revenue miles								
06	Total actual vehicle revenue hours								
07	Actual revenue capacity miles								
08	Charter service hours								
09	Charter service miles								
10	School bus hours								
11	School bus miles								
	SERVICE CONSUMED								
12	Unlinked passenger trips								
13	Passenger miles								
	SERVICE PERSONNEL								
14	Scheduled full-time vehicle operators								
15	Scheduled part-time vehicle operators								
16	Revenue vehicle movement control personnel								
17	Ticket/token sales agents, fare collectors, gate keepers								
18	Route/schedule information operators								
19	Security agents								
20	Total service personnel								
	SERVICE OPERATED (Days)								
21	Days schedules operated								
22	Days not operated due to no scheduled services								
23	Days not operated due to start-ups and/or terminations								
24	Days not operated due to strikes								
25	Days not operated due to officially declared emergencies								
26	Days not operated due to other reasons (describe on Form 005)								
27	Total days								365/366

* DO = Directly Operated Service PT = Purchased Transportation Service

(1984 - 1986)

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED, SERVICE PERSONNEL, & SERVICE OPERATED SCHEDULE

Non-Rail Modes

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Type of Service* ☐

Mode ☐

Level ☐

a		b	c	d	e	f	g	h	i
Line No.	ITEM	AVERAGE WEEKDAY				AVERAGE WEEKDAY TOTAL	AVERAGE SATURDAY TOTAL	AVERAGE SUNDAY TOTAL	ANNUAL TOTAL
		AM PEAK	MIDDAY	PM PEAK	OTHER				
	SERVICE SUPPLIED								
01	Number of vehicles in operation								N/A
02	Total actual vehicle miles								
03	Total actual vehicle hours								
04	Total actual vehicle revenue miles								
05	Total scheduled vehicle revenue miles								
06	Total actual vehicle revenue hours								
07	Actual revenue capacity miles								
08	Charter service hours								
09	Charter service miles								
10	School bus hours								
11	School bus miles								
	SERVICE CONSUMED								
12	Unlinked passenger trips								
13	Passenger miles								
	SERVICE PERSONNEL								
14	Scheduled full-time vehicle operators								
15	Scheduled part-time vehicle operators								
16	Revenue vehicle movement control personnel								
17	Ticket/token sales agents, fare collectors, gate keepers								
18	Route/schedule information operators								
19	Security agents								
20	Total service personnel								
	SERVICE OPERATED (Days)								
21	Days schedules operated								
22	Days not operated due to start-ups, terminations, and/or no scheduled services								
23	Days not operated due to strikes								
24	Days not operated due to officially declared emergencies								
25	Days not operated due to other reasons (describe on Form 005)								
26	Total days								365/366

* DO = Directly Operated Service PT = Purchased Transportation Service

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED AND SERVICE PERSONNEL SCHEDULE

Transit System ID ☐☐☐☐

Fiscal Year Ended ☐☐ Month ☐☐ Day ☐☐ Year

Mode ______________ Code ☐

Level ☐

a		b	c	d	e	f	g	h
LINE NO.	ITEM	AM PEAK*	MIDDAY*	PM PEAK*	NIGHT*	AVERAGE WEEKDAY	SATURDAY**	SUNDAY**
	SERVICE SUPPLIED							
01	Number of vehicles in operation							
02	Total vehicle miles							
03	Total vehicle hours							
04	Total vehicle revenue miles							
05	Total vehicle revenue hours							
06	Revenue capacity miles							
07	Charter Service Hours							
08	Charter Service Miles							
09	School Bus Hours							
10	School Bus Miles							
	SERVICE CONSUMED							
11	Unlinked passenger trips							
12	Unlinked passenger miles							
13	Average time per unlinked trip (min)							
	SERVICE PERSONNEL (No.)							
	Scheduled vehicle operators							
14	Full-time							
15	Part-time							
16	Revenue vehicle movement control personnel							
17	Ticket/Token sales agent, fare collectors, gate keepers							
18	Route/schedule information operators							
19	Security agents							
20	TOTAL SERVICE PERSONNEL							

*For average weekday **Average Saturday or Sunday

Form UMTA F2710.65(7-78)

(1987 - 1990)

(1991)

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

Form 406

Transit System Service
(Non-Rail Modes)

Level ☐

Mode ☐

Type of Service* ☐

a		b	c	d	e	f	g	h	i	
Line No.	Item	Average Weekday AM Peak	Average Weekday Midday	Average Weekday PM Peak	Average Weekday Other	Average Weekday Total	Average Saturday Total	Average Sunday Total	Annual Total	Line No.
	Maximum service vehicle schedule									
01	Vehicles operated in maximum service									01
02	Vehicles available for maximum service									02
	Limits of service									
03	Time service begins									03
04	Time service ends									04
	Service supplied									
05	Number of vehicles in operation									05
06	Total actual vehicle miles									06
07	Total actual vehicle hours									07
08	Total actual vehicle revenue miles									08
09	Total scheduled vehicle revenue miles									09
10	Total actual vehicle revenue hours									10
11	Actual revenue capacity miles									11
12	Charter service hours									12
13	Charter service miles									13
14	School bus hours									14
15	School bus miles									15
	Service consumed									
16	Unlinked passenger trips									16
17	Passenger miles									17
	Service personnel									
18	Scheduled full-time vehicle operators									18
19	Scheduled part-time vehicle operators									19
20	Revenue vehicle movement control personnel									20
21	Ticket/token sales agents, fare collectors, gate keepers									21
22	Route/schedule information operators									22
23	Security agents									23
24	**Total service personnel**									24
	Service operated (days)					Weekdays	Saturdays	Sundays	Annual Total	
25	Days schedules operated									25
26	Days not operated due to no scheduled services									26
27	Days not operated due to start-ups and/or terminations									27
28	Days not operated due to strikes									28
29	Days not operated due to officially declared emergencies									29
30	Days not operated due to other reasons (describe on Form 005)									30
31	**Total days**								365/366	31

Date Prepared ____________

*DO = Directly Operated Service
PT = Purchased Transportation Service

Date Updated ____________

Transit System Service (Non-Rail Modes)
Form (406)

Section 15 ID ☐☐☐☐

☐ Form 005 Included

Mode ☐☐

Type of Service ☐☐

a		b	c	d	e	f	c	h	i	
Line No.	Item	Average Weekday				Average Weekday Total	Average Saturday	Average Sunday	Annual Total	Line No.
		AM Peak	Midday	PM Peak	Other					
	Maximum service vehicles									
01	Vehicles operated in maximum service									01
02	Vehicles available for maximum service									02
	Limits of service									
03	Time service begins									03
04	Time service ends									04
	Service supplied									
05	Number of vehicles in operation									05
06	Total actual vehicle miles	< >	< >	< >	< >					06
07	Total actual vehicle hours	< >	< >	< >	< >					07
08	Total actual vehicle revenue miles	< >	< >	< >	< >					08
09	Total actual vehicle revenue hours	< >	< >	< >	< >					09
10	Total scheduled vehicle revenue miles	< >	< >	< >	< >					10
11	Charter service hours									11
12	Charter service miles									12
13	School bus hours									13
14	School bus miles									14
	Service consumed									
15	Unlinked passenger trips	< >	< >	< >	< >					15
16	Passenger miles									16
	Service operated (days)					Weekdays	Saturdays	Sundays	Annual Total	
17	Days scheduled operated									17
18	Days not operated due to strikes									18
19	Days not operated due to officially declared emergencies									19

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

(1993)

Form not applicable

Section 15 ID

Form 005 Included

Transit System Service
Form (406)

Mode

Type of Service

Line No.	Item	b Average Weekday AM Peak	c Midday	d PM Peak	e Other	f Average Weekday Total	g Average Saturday Total	h Average Sunday Total	i Annual Total	Line No.
	Maximum service vehicles									
01	Vehicles operated in maximum service									01
02	Vehicles available for maximum service									02
	Limits of service									
03	Time service begins									03
04	Time service ends									04
	Service supplied (Non-Rail Modes)									
05	Number of vehicles in operation									05
06	Total actual vehicle miles	< >	< >	< >	< >					06
07	Total actual vehicle hours	< >	< >	< >	< >					07
08	Total actual vehicle revenue miles	< >	< >	< >	< >					08
09	Total actual vehicle revenue hours	< >	< >	< >	< >					09
10	Total scheduled vehicle revenue miles	< >	< >	< >	< >					10
11	Charter service hours									11
12	School bus hours									12
	Service Supplied (Rail Modes)									
13	Number of trains in operation									13
14	Number of passenger cars in operation									14
15	Total actual train miles	< >	< >	< >	< >					15
16	Total actual train hours	< >	< >	< >	< >					16
17	Total actual train revenue miles	< >	< >	< >	< >					17
18	Total actual train revenue hours	< >	< >	< >	< >					18
19	Total actual passenger car miles	< >	< >	< >	< >					19
20	Total actual passenger car revenue miles	< >	< >	< >	< >					20
21	Total scheduled passenger car revenue miles	< >	< >	< >	< >					21
22	Total actual passenger car hours	< >	< >	< >	< >					22
23	Total actual passenger car revenue hours	< >	< >	< >	< >					23
	Service consumed									
24	Unlinked passenger trips	< >	< >	< >	< >					24
25	Passenger miles									25
	Service operated (days)					Weekdays	Saturdays	Sundays	Annual Total	
26	Days scheduled operated									26
27	Days not operated due to strikes									27
28	Days not operated due to officially declared emergencies									28

Date Prepared

Date Updated

(1993)

☐ Form not applicable
NTD ID [| | |]
☐ Form 005 Included

Transit Agency Service
Form (406)

Mode [|]
Type of Service [|]

a		b	c	d	e	f	g	h	i	
Line No.	Item	Average Weekday				Average Weekday Total	Average Saturday Total	Average Sunday Total	Annual Total	Line No.
		AM Peak	Midday	PM Peak	Other					
	Maximum service vehicles									
01	Vehicles operated in maximum service									01
02	Vehicles available for maximum service									02
	Limits of service									
03	Time service begins									03
04	Time service ends									04
	Service supplied (Non-Rail Modes)									
05	Number of vehicles in operation									05
06	Total actual vehicle miles	< >	< >	< >	< >					06
07	Total actual vehicle hours	< >	< >	< >	< >					07
08	Total actual vehicle revenue miles	< >	< >	< >	< >					08
09	Total actual vehicle revenue hours	< >	< >	< >	< >					09
10	Total scheduled vehicle revenue miles	< >	< >	< >	< >					10
11	Charter service hours									11
12	School bus hours									12
	Service Supplied (Rail Modes)									
13	Number of trains in operation									13
14	Number of passenger cars in operation									14
15	Total actual train miles	< >	< >	< >	< >					15
16	Total actual train hours	< >	< >	< >	< >					16
17	Total actual train revenue miles	< >	< >	< >	< >					17
18	Total actual train revenue hours	< >	< >	< >	< >					18
19	Total actual passenger car miles	< >	< >	< >	< >					19
20	Total actual passenger car revenue miles	< >	< >	< >	< >					20
21	Total scheduled passenger car revenue miles	< >	< >	< >	< >					21
22	Total actual passenger car hours	< >	< >	< >	< >					22
23	Total actual passenger car revenue hours	< >	< >	< >	< >					23
	Service consumed									
24	Unlinked passenger trips	< >	< >	< >	< >					24
24a	ADA-related unlinked passenger trips								| |	24a
25	Passenger miles									25
	Service operated (days)					Weekdays	Saturdays	Sundays	Annual Total	
26	Days scheduled operated									26
27	Days not operated due to strikes									27
28	Days not operated due to officially declared emergencies									28

Date Prepared [| | | | |]

Date Updated [| | | | |]

Report Year 1997

(1994 - 1997)

TRANSIT SYSTEM SERVICES SUPPLIED, SERVICE CONSUMED, SERVICE PERSONNEL, AND SERVICE OPERATIONS SCHEDULE

RAIL MODES (407)

Form 407 is similar to Form 406.

For the 1979 through the 1992 report years, multi-mode systems submitted a separate Form 407 for each rail mode operated. Separate Forms 407 were used to report: (1) vehicles used for directly operated transportation services; and (2) vehicles used for providing purchased transportation services.

See the discussion on Form 406 for details concerning data availability and revisions also made to Forms 407. All comments for Form 406, except for those clearly applicable only to non-rail, also apply to rail service reported on Form 407.

This Form was eliminated from the National Transit Database requirement beginning with the 1993 report year. Operating data previously reported on this form for rail modes was consolidated with similar data for non-rail modes reported on Form 406, "Transit System Service."

(1979 - 1983)

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED AND SERVICE PERSONNEL SCHEDULE

Transit System ID ☐☐☐☐

Fiscal Year Ended ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

Mode ____________ Code ☐

a		b	c	d	e	f	g	h
LINE NO.	ITEM	AM PEAK*	MIDDAY*	PM PEAK*	NIGHT*	AVERAGE WEEKDAY	SATURDAY**	SUNDAY**
	SERVICE SUPPLIED							
01	Number of trains in operation							
02	Number of passenger cars in operation							
03	Total train miles							
04	Total train revenue miles							
05	Total train hours							
06	Total train revenue hours							
07	Total passenger car miles							
08	Total passenger car revenue miles							
09	Total passenger car hours							
10	Total passenger car revenue hours							
11	Revenue capacity miles							
	SERVICE CONSUMED							
12	Unlinked passenger trips							
13	Passenger miles							
14	Average time per unlinked trip (min.)							
	SERVICE PERSONNEL							
	Schedule train (streetcar) crewmen:							
15	Full-time							
16	Part-time							
17	Revenue vehicle movement control personnel							
18	Ticket/token sales agents, fare collectors, date keepers							
19	Route/schedule information operators							
20	Security agents							
21	Total Service Personnel							

* *Average weekday* ***Average Saturday or Sunday*

Form UMTA F2710.71(7-78)

(1984 - 1986)

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED, SERVICE PERSONNEL, & SERVICE OPERATED SCHEDULE

Rail Modes

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Type of Service* ☐

Mode ☐

Level ☐

a		b	c	d	e	f	g	h	i
Line No.	ITEM	AVERAGE WEEKDAY				AVERAGE WEEKDAY TOTAL	AVERAGE SATURDAY TOTAL	AVERAGE SUNDAY TOTAL	ANNUAL TOTAL
		AM PEAK	MIDDAY	PM PEAK	OTHER				
	SERVICE SUPPLIED								
01	Number of trains in operation								N/A
02	Number of passenger cars in operation								N/A
03	Total actual train miles								
04	Total actual train revenue miles								
05	Total actual train hours								
06	Total actual train revenue hours								
07	Total actual passenger car miles								
08	Total actual passenger car revenue miles								
09	Total scheduled passenger car revenue miles								
10	Total actual passenger car hours								
11	Total actual passenger car revenue hours								
12	Actual revenue capacity miles								
	SERVICE CONSUMED								
13	Unlinked passenger trips								
14	Passenger miles								
	SERVICE PERSONNEL								
15	Schedule full-time vehicle operators								
16	Schedule part-time vehicle operators								
17	Revenue vehicle movement control personnel								
18	Ticket/token sales agents, fare collectors, gate keepers								
19	Route/schedule information operators								
20	Security agents								
21	Total service personnel								
	SERVICE OPERATED (Days)								
22	Days schedules operated								
23	Days not operated due to start-ups, terminations, and/or no scheduled services								
24	Days not operated due to strikes								
25	Days not operated due to officially declared emergencies								
26	Days not operated due to other reasons (describe on Form 005)								
27	Total days								365/366

* DO = Directly Operated Service PT = Purchased Transportation Service

(1987 - 1990)

TRANSIT SYSTEM SERVICE SUPPLIED, SERVICE CONSUMED, SERVICE PERSONNEL, & SERVICE OPERATED SCHEDULE

RAIL MODES

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

Mode ☐

Type of Service* ☐

a		b	c	d	e	f	g	h	i
Line No.	ITEM	AVERAGE WEEKDAY				AVERAGE WEEKDAY TOTAL	AVERAGE SATURDAY TOTAL	AVERAGE SUNDAY TOTAL	ANNUAL TOTAL
		AM PEAK	MIDDAY	PM PEAK	OTHER				
	SERVICE SUPPLIED								
01	Number of trains in operation								N/A
02	Number of passenger cars in operation								N/A
03	Total actual train miles								
04	Total actual train revenue miles								
05	Total actual train hours								
06	Total actual train revenue hours								
07	Total actual passenger car miles								
08	Total actual passenger car revenue miles								
09	Total scheduled passenger car revenue miles								
10	Total actual passenger car hours								
11	Total actual passenger car revenue hours								
12	Actual revenue capacity miles								
	SERVICE CONSUMED								
13	Unlinked passenger trips								
14	Passenger miles								
	SERVICE PERSONNEL								
15	Schedule full-time vehicle operators								
16	Schedule part-time vehicle operators								
17	Revenue vehicle movement control personnel								
18	Ticket/token sales agents, fare collectors, gate keepers								
19	Route/schedule information operators								
20	Security agents								
21	Total service personnel								
	SERVICE OPERATED (Days)								
22	Days schedules operated								
23	Days not operated due to no scheduled services								
24	Days not operated due to start-ups, and/or terminations								
25	Days not operated due to strikes								
26	Days not operated due to officially declared emergencies								
27	Days not operated due to other reasons (describe on Form 005)								
28	Total days								365/366

* DO = Directly Operated Service PT = Purchased Transportation Service

(1991)

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

Form 407

Transit System Service
(Rail Modes)

Level ☐

Mode ☐

Type of Service* ☐

a		b	c	d	e	f	g	h	i	
Line No.	Item	Average Weekday				Average Weekday Total	Average Saturday Total	Average Sunday Total	Annual Total	Line No.
		AM Peak	Midday	PM Peak	Other					
	Maximum service vehicle schedule									
01	Vehicles operated in maximum service									01
02	Vehicles available for maximum service									02
	Limits of service									
03	Time service begins									03
04	Time service ends									04
	Service supplied									
05	Number of trains in operation									05
06	Number of passenger cars in operation									06
07	Total actual train miles									07
08	Total actual train revenue miles									08
09	Total actual train hours									09
10	Total actual train revenue hours									10
11	Total actual passenger car miles									11
12	Total actual passenger car revenue miles									12
13	Total scheduled passenger car revenue miles									13
14	Total actual passenger car hours									14
15	Total actual passenger car revenue hours									15
16	Actual revenue capacity miles									16
	Service consumed									
17	Unlinked passenger trips									17
18	Passenger miles									18
	Service personnel									
19	Scheduled full-time vehicle operators									19
20	Scheduled part-time vehicle operators									20
21	Revenue vehicle movement control personnel									21
22	Ticket/token sales agents, fare collectors, gate keepers									22
23	Route/schedule information operators									23
24	Security agents									24
25	**Total service personnel**									25
	Service operated (days)					Weekdays	Saturdays	Sundays	Annual Total	
26	Days schedules operated									26
27	Days not operated due to no scheduled services									27
28	Days not operated due to start-ups and/or terminations									28
29	Days not operated due to strikes									29
30	Days not operated due to officially declared emergencies									30
31	Days not operated due to other reasons (describe on Form 005)									31
32	**Total days**								365/366	32

Date Prepared ____________________

*DO = Directly Operated Service
PT = Purchased Transportation Service

Date Updated ____________________

(1992)

Transit System Service (Rail Modes)
Form (407)

Section 15 ID ☐☐☐☐

☐ Form 005 Included

Mode ☐☐

Type of Service ☐☐

a		b	c	d	e	f	g	h	i	
Line No.	Item	Average Weekday				Average Weekday Total	Average Saturday Total	Average Sunday Total	Annual Total	Line No.
		AM Peak	Midday	PM Peak	Other					
	Maximum service vehicles									
01	Vehicles operated in maximum service									01
02	Vehicles available for maximum service									02
	Limits of service									
03	Time service begins									03
04	Time service ends									04
	Service supplied									
05	Number of trains in operation									05
06	Number of passenger cars in operation									06
07	Total actual train miles	< >	< >	< >	< >					07
08	Total actual train revenue miles	< >	< >	< >	< >					08
09	Total actual train hours	< >	< >	< >	< >					09
10	Total actual train revenue hours	< >	< >	< >	< >					10
11	Total actual passenger car miles	< >	< >	< >	< >					11
12	Total actual passenger car revenue miles	< >	< >	< >	< >					12
13	Total scheduled passenger car revenue miles	< >	< >	< >	< >					13
14	Total actual passenger car hours	< >	< >	< >	< >					14
15	Total actual passenger car revenue hours	< >	< >	< >	< >					15
	Service consumed									
16	Unlinked passenger trips	< >	< >	< >	< >					18
17	Passenger miles									17
	Service operated (days)					Weekdays	Saturdays	Sundays	Annual Total	
18	Days schedules operated									18
19	Days not operated due to strikes									19
20	Days not operated due to officially declared emergencies									20

Date Prepared ☐☐☐☐☐☐

☐☐☐☐☐☐ Date Updated

REVENUE VEHICLE INVENTORY (408)

DESCRIPTION OF THE DATA

This form contains fleet data for each National Transit Database reporter including the number and type of total vehicles owned by the reporter and number and type of active vehicles used in revenue service during the fiscal year. In addition, it identifies several characteristics of these vehicles. Separate Forms 408 are used to report: (1) vehicles used for transportation services operated directly; and (2) vehicles used for providing purchased transportation services.

CHANGES TO THE DATA

Form 408 previously did not specify when inventories were to be taken. For ease and consistency of reporting, inventories for Form 408 are taken at the end of each reporter's fiscal year beginning with the 1983 report year.

The fleet size definitions used in the previous Form 408 also did not clearly state the categories of vehicles to be counted. For example, there was no provision to report "emergency contingency" vehicles, nor was there a clear definition of what should be reported as an active vehicle. Beginning with the 1983 report year, the revised form improves the clarity and consistency of fleet size data, reflects current industry definitions, and creates a more consistent and reliable data set of great value for maintenance, capital investment, and other analyses.

Relationships Between Form 408 and Forms 003 and 004. For more detailed information on the clarification and modification of previous National Transit Database fleet definitions, refer to Forms 003 and 004 which were used for 1984 through 1990.

Forms 003 and 004 provide data on the number of vehicles required to operate peak service and vehicles available for peak service. If the number of vehicles required to operate peak service varies during the year, the maximum annual figures should be reported on Forms 003 and 004. In contrast, Form 408 provides data on total and active fleets, inventoried at the end of the fiscal year.

Because Forms 003 and 004 were used to report the maximum vehicles required to operate peak service during the year (e.g., reflecting seasonal variations), the numbers of vehicles available for peak service on these forms may differ from the year-end active fleet figures reported on Form 408.

Definition of Total Fleet. The "Number of Vehicles in Total Fleet" should include all vehicles, including vehicles in storage, saved for parts, awaiting sale, etc. On each line, the number of vehicles reported are part of the active fleet (i.e., vehicles that were actually used for revenue service during the year) and were reported in column j for 1979 through 1983 and in column h for 1984 and later years.

Emergency Contingency Vehicles. Beginning with the 1984 report year, an additional column was included on Form 408 for "emergency contingency vehicles." This figure represents the number of vehicles that are in an approved emergency contingency plan for setting aside certain revenue vehicles. Usually these vehicles are at least 12 years old, or have 500,000 accumulated miles, are retired or stored, and are not ordinarily used in regular service.

Modes and Vehicle Types. For the 1979 through 1982 report years, single numeric codes were used to indicate modes and single alphabetic letters were used to describe vehicle types. There was some confusion for reporters and analysts because modes and vehicles could not be easily distinguished. For example, motorbus service consists of vehicles operating along fixed routes on fixed schedules. This service does not necessarily imply use of specific types of vehicles. In addition, some reporters used vans or small motorbuses to provide demand response service and indicated demand response as the vehicle type. Demand response, however, describes the service provided, not the vehicle type.

Beginning with the 1983 report, new mnemonic codes represented by two alphabet letters were used to describe modes and vehicle types. Beginning with the 1991 report, these mode and vehicle type codes were further expanded and clarified. The expanded mnemonic codes more clearly describe the type of vehicles used and type of service provided. These codes are defined below. Note that the trolleybus mode and vehicle type are defined as those drawing electrical power from overhead lines. Buses that have been designed to look like a trolleybus or streetcar, but do not use electric power from overhead lines, are reported as motorbus.

Beginning with the 1992 report, additional mnemonic codes were revised. The mnemonic code for Rapid Rail (RR) was changed to HR to represent Heavy Rail. In addition, the mnemonic code for Street Car (SC) which represented street care and light rail, was changed to LR. A separate code was also added for Monorail (MO), Publico (PB), and Other (OR).

1979-1982 Numeric
Mode Codes

1	Motorbus
2	Rail Rapid Transit
3	Streetcar
4	Trolleybus
5	Demand Response
9	Other

1983-1991 Alphabetic
Mode Codes

AG	Automated Guideway
CC	Cable Car
CR	Commuter Rail
DR	Demand Response
FB	Ferry Boat
IP	Inclined Plane
JT	Jitney
MB	Motorbus
RR	Rapid Rail
SC	Streetcar or Light Rail
TB	Trolleybus
TR	Aerial Tramway
VP	Vanpool
OR	Other

1992-1995 Alphabetic
Mode Codes

AG	Automated Guideway
CC	Cable Car
CR	Commuter Rail
DR	Demand Response
FB	Ferry Boat
HR	Heavy Rail
IP	Inclined Plane
JT	Jitney
LR	Light Rail
MB	Motorbus
MO	Monorail
PB	Publico
TB	Trolleybus
TR	Aerial Tramway
VP	Vanpool
OR	Other

1979-1982 Alphabetic Vehicle Type Codes

A	Rail Rapid Transit Cars
B	Street Cars
C	Trolleybuses
D	Motorbuses, Class A
E	Motorbuses, Class B
F	Motorbuses, Class C
G	Demand Response Vehicles
H	School Buses
I	Ferry Boats
Y	Other Revenue Vehicles

1983-1991 Alphabetic Vehicle Type Codes

AB	Articulated Motorbus
AG	Automated Guideway Vehicles
AO	Automobile
BA	Motorbus, Class A (>35 seats)
BB	Motorbus, Class B (25-35 seats)
BC	Motorbus, Class C (<25 seats)
CC	Cable Car
DB	Double Decked Bus
FB	Ferry Boat
IP	Inclined Plane
RL	Commuter Rail Locomotive
RP	Commuter Rail Passenger Coach
RR	Rapid Rail Vehicle
RS	Commuter Rail, Self-propelled Passenger Car
SB	School Bus
SC	Street Car/Light Rail Vehicles
TB	Trolleybus
TR	Aerial Tramway
VN	Van

1992-1995 Alphabetic Vehicle Type Codes

AB	Articulated Motorbus
AG	Automated Guideway Vehicles
AO	Automobile
BA	Motorbus, Class A (>35 seats)
BB	Motorbus, Class B (25-35 seats)
BC	Motorbus, Class C (<25 seats)
CC	Cable Car
DB	Double Decked Bus
FB	Ferry Boat
HR	Heavy Rail Passenger Cars
IP	Inclined Plane
LR	Light Rail Vehicles (Streetcars)
MR	Monorail vehicles
RL	Commuter Rail Locomotive
RP	Commuter Rail Passenger Coach
RR	Rapid Rail Vehicle
RS	Commuter Rail, Self-propelled Passenger Car
SB	School Bus
TB	Trolleybus
TR	Aerial Tramway
VN	Van
OR	Other

Manufacturer Code and Model Number. For 1979 through 1983, the manufacturer code was included in column f as part of the "Model Number." Beginning with the 1984 report year, this column was divided to report two separate data items. A three-letter manufacturer code is reported in column f and the appropriate model number is reported in column g. The manufacturer name is the current corporation that manufactures the particular mode. A list of the acceptable manufacturer codes for both rail and non-rail vehicles is attached. Analysts are cautioned that some reporters have not adhered to this list as required by the Reporter's Manual for the National Transit Database.

Ownership and Vehicle Type Codes. The two digit mnemonic vehicle type and ownership codes used on this form are the same as those used on Form 003/004. These codes are described below:

1979-1982 Alphabetic Ownership Codes	
A	Owned Outright
B	True Lease
C	Leased from related parties
D	Leased under lease-purchase agreement
E	Contracted as a result of purchased service

1983-1995 Alphabetic Ownership Codes	
LP	Leased Under Lease Purchase Agreement
LR	Leased or Borrowed from Related Parties
OO	Owned Outright (includes safe harbor leasing situations where only tax title is sold)
TL	True Lease
OR	Other

Fuel Type Codes. The fuel type codes were revised for the 1983 report year. The two-letter mnemonic codes are used for reporting fuel type in 1983 and later years.

1979 - 1982 Fuel Type Codes	
A	Diesel Fuel
B	Liquefied Petroleum Gas (LPG)
C	Liquefied Natural Gas (LNG)
D	Gasoline
E	Electric Propulsion
Z	Other

1983-1991 Fuel Type Codes	
DF	Diesel Fuel
EP	Electric Propulsion
GA	Gasoline
LN	Liquefied Natural Gas
LP	Liquefied Petroleum Gas
OR	Other

1992-1995 Fuel Type Code	
BF	Bunker Fuel
CN	Compressed Natural Gas
DF	Diesel Fuel
DP	Diesel Particulate Trap
EP	Electric Propulsion
ET	Ethanol
GA	Gasoline
LN	Liquefied Natural Gas
LP	Liquefied Petroleum Gas
MT	Methanol
OR	Other

For 1991, all revenue vehicles whether or not they were purchased with federal funds are reported.

In addition, one more column was added to Form 408 for identification of transit mode. All vehicles are grouped by mode according to identical vehicle type, ownership code and year of manufacture, manufacturer code, model number fuel type, and seating and standing capacity.

Beginning with the 1992 report year, Form 408 became a modal form. A separate Form 408 is completed for each mode.

ADA Vehicle. In addition, the number of ADA-accessible vehicles in the total active fleet is also reported.

Because Form 408 is a modal form, and because of the large fleet sizes of some reports, there may be multiple forms in the database.

DATA AVAILABILITY

All of the information on Form 408 is currently available in special data subsets available from the Volpe National Transportation Systems Center. Please see instructions on page 2-2 to order these subsets. In addition, the distribution of vehicle fleet age, average age of fleet and the number of active vehicles by vehicle type are available in the Annual Report and on diskette.

Form No. 408 Page of

REVENUE VEHICLE INVENTORY SCHEDULE

Transit System ID ☐☐☐☐

Fiscal Year Ended ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

a	b	c	d	e	f	g	h	i	j	k	l
LINE NUMBER	NUMBER OF VEHICLES IN GROUP	VEHICLE TYPE CODE	OWNERSHIP CODE	YEAR OF MANUFACTURE	MODEL NO.	FUEL TYPE CODE	SEATING CAPACITY	STANDING CAPACITY	NUMBER OF ACTIVE VEHICLES DURING PERIOD	TOTAL MILES ON VEHICLES DURING THE PERIOD (000)	AVERAGE CUMULATIVE MILEAGE PER VEHICLE (000)
01											
02											
03											
04											
05											
06											
07											
08											
09											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

Form UMTA F2710.72(7-78)

REVENUE VEHICLE INVENTORY SCHEDULE

Transit ID ☐☐☐☐

Type of Service* ☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

a	b	c	d	e	f	g	h	i	j	k	l	m	n
LINE NUMBER	NUMBER OF VEHICLES IN TOTAL FLEET	VEHICLE TYPE CODE	OWNERSHIP CODE	YEAR OF MANUFACTURE	MANUFACTURER CODE	MODEL NUMBER	NUMBER OF ACTIVE VEHICLES IN FLEET	EMERGENCY CONTINGENCY VEHICLES	FUEL TYPE CODE	SEATING CAPACITY	STANDING CAPACITY	TOTAL MILES ON ACTIVE VEHICLES DURING THE PERIOD (000)	AVERAGE LIFETIME MILEAGE PER ACTIVE VEHICLE (000)
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

* DO = Directly Operated Service PT = Purchased Transportation Service

(1983 - 1989)

Form 408 Page ☐ of ☐

REVENUE VEHICLE INVENTORY SCHEDULE

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ Month ☐☐ Day ☐☐ Year

Level ☐

Type of Service* ☐

a	b	c	d	e	f	g	h	i	j	k	l	m	n
LINE NUMBER	NUMBER OF VEHICLES IN TOTAL FLEET	VEHICLE TYPE CODE	OWNERSHIP CODE	YEAR OF MANUFACTURE	MANUFACTURER CODE	MODEL NUMBER	NUMBER OF ACTIVE VEHICLES IN FLEET	EMERGENCY CONTINGENCY VEHICLES	FUEL TYPE CODE	SEATING CAPACITY	STANDING CAPACITY	TOTAL MILES ON ACTIVE VEHICLES DURING THE PERIOD (000)	AVERAGE LIFETIME MILEAGE PER ACTIVE VEHICLE (000)
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

* DO = Directly Operated Service PT = Purchased Transportation Service

NOTE: When reporting purchased transportation fleet, report only those vehicles that were purchased with Federal funds.

Date Prepared ______________ Date Updated ______________

(1990)

(1991)

Form 408 Page ☐ of ☐

Revenue Vehicle Inventory

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

Level ☐

Type of Service* ☐

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	
Line Number	Mode	Number of Vehicles in Total Fleet	Vehicle Type Code	Ownership Code	Year of Manufacture	Manufacturer Code	Model Number	Number of Active Vehicles in Fleet	Emergency Contingency Vehicles	Fuel Type Code	Seating Capacity	Standing Capacity	Total Miles on Active Vehicles During the Period (000)	Average Lifetime Mileage Per Active Vehicle (000)	Line Number
01															01
02															02
03															03
04															04
05															05
06															06
07															07
08															08
09															09
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23
24															24
25	Total														25

*DO - Directly operated service PT - Purchased transportation service

Date Prepared ____________________

Date Updated ____________________

(1992)

Revenue Vehicle Inventory
Form (408)

(1992)

Section 15 ID ☐☐☐☐

☐ Form 005 Included

Mode ☐☐

Type of Service ☐☐

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
Line No.	Number of Vehicles in Total Fleet	Vehicle Type Code	Ownership Code	Year of Manufacture	Manufacturer Code	Model Number	Number of Active Vehicles In Fleet	Number of ADA Accessible Vehicles	Emergency Contigency Vehicles	Fuel Type Code	Seating Capacity	Standing Capacity	Total Miles on Active Vehicles During the Period (000)	Average Lifetime Mileage Per Active Vehicle (000)	Line No.
01															01
02															02
03															03
04															04
05															05
06															06
07															07
08															08
09															09
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23
24															24
Total															Total
25															25

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

Revenue Vehicle Inventory
Form (408)

Form not applicable

Section 15 ID

Form 005 Included

Mode

Type of Service

Line No.	a Number of Vehicles in Total Fleet	b Vehicle Type Code	c Ownership Code	d Year of Manufacture	e Manufacturer Code	f Model Number	g Number of Active Vehicles in Fleet	h Number of ADA Accessible Vehicles	i Emergency Contingency Vehicles	j Fuel Type Code	k Seating Capacity	l Standing Capacity	m Total Miles on Active Vehicles During the Period (000)	n Average Lifetime Mileage Per Active Vehicle (000)	Line No.
01															01
02															02
03															03
04															04
05															05
06															06
07															07
08															08
09															09
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23
24															24
Total															Total
25															25

Date Prepared

Date Updated

(1993)

(1994 - 1997)

Revenue Vehicle Inventory
Form (408)

☐ Form not applicable

NTD ID ☐☐☐☐

☐ Form 005 Included

Mode ☐☐

Type of Service ☐☐

a		b	c	d	e	f	g	h	i	j	k	l	m	n	
Line No.	Number of Vehicles in Total Fleet	Vehicle Type Code	Ownership Code	Year of Manufacture	Manufacturer Code	Model Number	Number of Active Vehicles in Fleet	Number of ADA Accessible Vehicles	Emergency Contigency Vehicles	Fuel Type Code	Seating Capacity	Standing Capacity	Total Miles on Active Vehicles During the Period (000)	Average Lifetime Mileage Per Active Vehicle (000)	Line No.
01															01
02															02
03															03
04															04
05															05
06															06
07															07
08															08
09															09
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23
24															24
Total															Total
25															25

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

CHAPTER 8. SUMMARY FORMS

The forms contained in this section summarize information reported on other forms in the National Transit Database. Specifically, this section contains data used for the Urbanized Area Formula (formerly Section 9) apportionment which uses data drawn directly from the National Transit Database. Prior to the 1991 report year, these statistics were reported on Form 006.

URBANIZED AREA FORMULA STATISTICS
FORM (901)

DESCRIPTION OF THE DATA

Form 901, Urbanized Area Formula Statistics, was added to the reporting requirements for the National Transit Database for the 1991 report year. It is submitted only by reporters serving one or more UZAs with a population of 200,000 or more. This form replaces Form 006, the Section 9 Statistics Summary Form, which was used from 1984 to 1990.

Form 901 is used by reporters to summarize financial and operating data used in the FTA Formula Grant Apportionment Program (formerly known as Section 9). This apportionment program distributes grants from Section 9 funds to U.S. Census designated UZAs with a population of 200,000 or more based, in part, on their vehicle revenue miles, fixed guideway directional route miles, passenger miles, and operating costs. These data are obtained directly from the National Transit Database. This form is designed to summarize these data into the appropriate categories (e.g., fixed or non-fixed guideway and urbanized and non-urbanized areas) for use in computing the apportionments. The information contained on this form is consistent with the mode totals on other reporting forms.

The allocation formula contains separate tiers for fixed guideway and non-fixed guideway modes. Fixed-guideway modes utilize a separate ROW or rails for the exclusive use of public transportation service. By statute, trolleybus and ferryboat modes that utilize a ROW usable by other forms of transportation are included in the fixed guideway tier. By definition, motorbuses operating on controlled access or exclusive ROWs are also included in the fixed guideway tier.

CHANGES TO THE DATA

For the 1984 through the 1990 report years, the statistics for the allocation formula were reported on Form 006, the Section 9 Statistics Summary Form. Beginning with the 1991 report year, Form 006 was eliminated and the data reported instead on this form.

Modal Reporting. Beginning with the 1991 report year, a single page was used to report data for each mode. The form was separated into fixed guideway and non-fixed guideway sections. Because many transit agencies operate more than one mode of service, there may be multiple copies of this form in the database.

Purchased Transportation Services. Beginning with the report, the total by mode for both directly operated services and for purchased services of contractors whose non-financial data are included in the report are also reported on this form. In addition, retained fare revenues were no longer reported as a separate line item as in prior years. For 1992, the total by mode for both directly operated services and for purchased services of contractors whose non-financial data are included in the report are submitted. Beginning in 1996, reporting data for purchased transportation service is mandatory.

UZA Codes. Beginning with 1992, data on the Section 9 Statistics Form is based upon the 1990 U.S. Bureau of Census UZA. UZA numbers for some service areas may have changed from prior years when the 1980 Census information was used.

Commencement Date of Fixed Guideway. Beginning with 1992, the commencement date of revenue service on the first segment of fixed guideway by mode is reported. For 1995, the commencement date for fixed guideway is also reported for each UZA served.

Allocation of Fixed Guideway Statistics by UZA. Beginning with 1994, a line was added to indicate UZAs and Non-UZA allocation (line 2). In addition, line 6 was included for reporting motorbus fixed guideway allocation. This allocation, however, is not mandatory. All fixed-guideway statistics may be reported as non-fixed guideway. Information on allocation methods is contained in the Reporting Manual for the National Transit Database.

(1991)

Transit ID ☐☐☐☐

Fiscal Year End ☐☐ ☐☐ ☐☐
Month Day Year

Form 901 Page ☐ of ☐

Section 9 Statistics

Level ☐

a	b	c	d	e	f	g
Line No.		Annual Total	Non-UZA	UZA	UZA	UZA
00	Mode Code ☐☐					
01	UZA number					
	Non-fixed guideway					
02	Actual vehicle revenue miles					
03	Passenger miles					
04	Operating expense (reporting agency)					
	Fixed guideway					
05	Fixed guideway directional route miles					
06	Actual vehicle revenue miles					
07	Passenger miles					
08	Operating expense (reporting agency)					

Date Prepared ____________

Date Updated ____________

(1992)

Section 9 Statistics
Form (901)

Section 15 ID ☐☐☐☐

☐ Form 005 Included

Mode ☐☐

a	b	c	d	e	f	g
Line No.	Item	Annual Total	Non-UZA	UZA	UZA	UZA
01	UZA number					
	Non-fixed guideway					
02	Actual vehicle revenue miles					
03	Passenger miles					
04	Operating expense (reporting agency)					
	Fixed guideway					
05	Fixed guideway directional route miles					
06	Actual vehicle revenue miles					
07	Passenger miles					
08	Operating expense (reporting agency)					
09	**Enter commencement date of revenue service on first fixed guideway segment.** month ☐☐ day ☐☐ year ☐☐☐☐					

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

Form not applicable

Section 15 ID

Form 005 Included

Section 9 Statistics
Form (901)

Mode

a Line No.	b Item	c Annual Total	d Non-UZA	e UZA	f UZA	g UZA
01	UZA number					
	Non-fixed guideway					
02	Actual vehicle revenue miles					
03	Passenger miles					
04	Operating expense (reporting agency)					
	Fixed guideway					
05	Fixed guideway directional route miles					
06	Actual vehicle revenue miles					
07	Passenger miles					
08	Operating expense (reporting agency)					
09	**Enter commencement date of revenue service on first fixed guideway segment.** month day year					

(1993)

Date Prepared

Date Updated

☐ Form not applicable

Section 15 ID ☐☐☐☐☐

☐ Form 005 Included

Section 9 Statistics
Form (901)

Required from transit systems serving UZAs of 200,000 or more population.

Mode ☐☐

a	b	c	d	e	f	g
Line No.	**Item**	**Annual Total**	**Non-UZA**	**UZA**	**UZA**	**UZA**
01	UZA number					
02	UZAs and Non-UZA allocation					
	Non-fixed guideway					
03	Actual vehicle revenue miles					
04	Passenger miles (reporting agency)					
05	Operating expense					
	Fixed guideway					
06	Motor bus fixed guideway allocation					
07	Fixed guideway directional route miles					
08	Actual vehicle revenue miles					
09	Passenger miles					
10	Operating expense (reporting agency)					
11	**Enter commencement date of revenue service on first fixed guideway segment**	Month / Day / Year / /				

Date Prepared ☐☐☐☐☐☐

Date Updated

(1994)

Required from transit agencies serving UZAs of 200,000 or more population.

Urbanized Area Formula Statistics
Form (901)

☐ Form not applicable

NTD ID ☐☐☐☐

☐ Form 005 Included

Mode ☐☐

Type of Service ☐☐

a	b	c	d	e	f	g
Line No.	Item	Annual Total	Non-UZA	UZA	UZA	UZA
01	UZA number					
02	UZAs and Non-UZA allocation					
	Non-fixed guideway					
03	Actual vehicle revenue miles					
04	Passenger miles					
05	Operating expense					
	Fixed guideway					
06	Bus fixed guideway allocation					
07	Fixed guideway directional route miles					
08	Actual vehicle revenue miles					
09	Passenger miles					
10	Operating expense					
11	**Enter commencement date of revenue service on first fixed guideway segment**			Month / Day / Year / /	Month / Day / Year / /	Month / Day / Year / /

Date Prepared ☐☐☐☐☐☐

Date Updated ☐☐☐☐☐☐

CHAPTER 9. PURCHASED TRANSPORTATION (CONTRACTED) SERVICE

Procedures for reporting and identifying purchased transportation have varied. Prior to the 1983 reporting year, transit agencies that purchased transportation service were permitted either to: consolidate financial and operating data for more than one provider; or report only a "purchase of service" expense item for contractors using 25 or fewer vehicles. Because contractors and the associated expenses were not clearly identified, this resulted in confusion for reporters over what to report, and in potentially reduced data quality. Furthermore, reporting forms and procedures used for 1979 through 1982 did not allow clear allocation of non-financial operating statistics between directly operated and purchased services. Analysts are encouraged to exercise caution when using these data because of the potential for inconsistent reporting.

Beginning with the 1983 report year, new procedures called for dual copies of selected operating data forms (i.e., Forms 403, 406/407, and 408) -- one set for directly operated services, and one set for all purchased transportation services obtained from carriers using fewer than 50 vehicles to provide purchased transportation during peak service. These required forms provide directional route miles, ridership service supplied and vehicle fleet data. The revised procedures require that separate complete reports be submitted for carriers using 50 or more vehicles to operate purchased transportation services in peak periods (i.e., these services cannot be reported simply by the contracting agency as purchased transportation).

This change helps to distinguish directly operated services from purchased transportation services and allows operating data (vehicle revenue miles, passenger miles) to be clearly associated with the operating expenses incurred to produce that service. The added ability to associate expenses with service units is also crucial to assure report accuracy.

In addition, this change improves the comparability of expenses and operating statistics. Although many transit systems report purchased transportation expenses, some of these systems did not report corresponding operating statistics (e.g., vehicle revenue miles, passenger miles). By clearly distinguishing purchased transportation expenses from costs attributable to directly operated service, the latter will not be incorrectly inflated. For example, the data user may more accurately determine performance measures such as operating costs per passenger without inadvertently including purchased transportation expenses, which would incorrectly inflate the performance measure.

For 1992, the reporting threshold for submitting a complete report was raised to 100 vehicles in annual maximum service. In addition, definitions of what to report in object class 508.01 and 508.02 were clarified.

For more detailed discussion on how these data are reported, refer to the sections containing information on the affected forms (i.e., 300 series forms for reporting of financial data for purchased service and the 400 series forms for reporting operating statistics).

In 1996, purchased transportation service will be reported at the same level of detail as direct operated. The Capital Funding Form (103) and Operating Expenses Form (301) will collect data by type of service (purchased or direct operated).

The Revenue Vehicle Maintenance and Energy Form (402), Transit Agency Employee Form (404) and Transit Safety and Security Form (405) now collect data for purchased transportation service as well as direct operated service. This information was optional for purchased transportation in 1995, but is required for 1996 and beyond.

Definition of Purchased Transportation

The transportation service provided to a public transit agency or government unit from a public or private transportation provider based on a written contract. A contractual relationship exists only if all of the following criteria are met:

- The transportation provider is obligated in advance of the time service is furnished to provide the operations for which the operating statistics are being reported, for a specific monetary consideration; and
- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the National Transit Database report; and
- The written agreement is signed by authorized representatives of both the purchaser and the transportation provider, and should detail the services to be provided, and the nature and amount of monetary consideration.

Definition of Monetary Consideration

The consideration paid by the public body to the private or public transportation provider (private/public carrier). The monetary consideration may include any of the following:

- Cash reimbursement of a private/public carriers operating deficit;
- Predetermined cash payments to the private/public carrier for specific transportation service;
- Cash reimbursement to the private/public carrier for reduced fare programs specified by the public body (e.g., for students and for elderly and disabled citizens); and
- Vehicles given.

The provider is obligated in advance to operate public transportation services for a public transit agency or governmental unit for a specific monetary consideration.

Purchased transportation does not include franchising, licensing operations, management services or private conventional bus service {fixed route, scheduled operations providing conventional, publicly available services without the use of Urbanized Area Formula (formerly Section 9) funds, direct or indirect, and not under contract to a public entity}.

Identification of Purchased Transportation in the National Transit Database

- Since report year 1984, purchased transportation providers submitting their own National Transit Database reports are identified in the National Transit Database with a capital "P" located next to the National Transit Database ID number. For report years 1983-1991, Purchased Transportation providers operating 50 or greater vehicles in annual maximum service across all modes for a single buyer, had to submit their own National Transit Database report. For report years 1992 to the present, Purchased Transportation providers operating 100 or greater vehicles in annual maximum service across all modes for a single buyer, were required to submit their own National Transit Database report.

- The data for purchased transportation providers operating less than 100 vehicles (for report years 1992 to the present) or operating less than 50 vehicles (for report years 1983-1991) may be provided in the contracting public agency's report. Since the 1983 reporting year, this information can be identified and distinguished from direct operated service by a small letter "p" located next to the mode identification (such as MBp, or DRp, or CRp).

- For purchased transportation providers using fewer than 100 vehicles in annual maximum service (for report years 1992-present) or fewer than 50 vehicles (for report years 1983-1991), filing a separate report should be an exception. One such case is when the public transit agency or governmental unit contracting for the service does not directly operate any transit service. In this situation, the purchased transportation provider must submit a complete form on behalf of the public transit agency or governmental unit.

- Private Conventional and Subscription Bus Operators who are not under contract to a Urbanized Area Formula funds recipient or beneficiary may voluntarily submit a complete NTD report. These operators can be identified by a 9 as the second digit in their four digit ID number.

Table 1. Purchased Transportation Table

Reporting Report Year	Threshold	Required Data
1979 - 1982	>25 vehicles	Financial: entered in object class 508.00 Operating: consolidated with directly operated service
1983 - 1991	>50	Financial: entered in object class 508.01 (<50 vehicles) entered in object class 508.02 (>50 vehicles) Operating: Forms 403, 406/407, and 408 (<50 vehicles) Separate Report (>50 vehicles)
1992 - 1995	>100	Financial: entered in object class 508.01 (<100 vehicles) entered in object class 508.02 (>100 vehicles) Operating: Forms 403, 406/407, and 408 (<100 vehicles) Separate Report (>100 vehicles)
1996	>100	Purchased Transportation must be reported at the same level of detail as directly operated service for all forms

CHAPTER 10. SPECIAL REPORTING REQUIREMENTS FOR SOME MODES

VANPOOL

Previously, there were no specific reporting requirements for vanpool service. Beginning with the 1983 report year, vanpool service was specifically included in the database. Publicly sponsored vanpools that report data for inclusion in the National Transit Database must be either directly operated by a public agency or under contract to a public agency. If under contract to a public agency, the vanpool service must be provided under a purchased transportation agreement (i.e., obligated in advance to provide a specific service for specific monetary consideration under a written agreement). In general, vanpools use vehicles with capacities of approximately 10-15 and are characterized by prearranged schedules, routes, and groups of riders.

Vehicle Revenue Miles. The vanpool driver is counted as a passenger. The driver's travel is reflected in service supplied and consumed statistics if he or she is making a work or other trip and is not paid a wage, regardless of whether or not the driver shares the costs of the vanpool service.

Travel to maintenance facilities and personal use by the driver is considered deadhead mileage for National Transit Database purposes and excluded from revenue service statistics.

Passenger Miles. Instead of sampling, most vanpool reporters estimate passenger miles based on actual rider counts and group or individual trip length, which usually do not vary by day.

Operating Expenses. Occasionally public agencies purchase or lease their own vehicles and then sublease to groups of riders. More commonly, non-profit agencies broker leases between private leasers and riders either by leasing and subleasing, or by coordinating direct arrangements between riders and leasers.

A public agency only reports data for contracts using less than 50 revenue vehicles to provide vanpool service. If the public agency contracts for service using more than 50 vehicles, a separate National Transit Database report must be filed for or by the service provider.

If vanpool service is directly operated by a public agency, full operating costs include: the public agency's own overhead expenses allocated to the vanpool service; the expenses of the private operator; and additional expenses to operate the vans (fuel, tires, insurance, etc.). As an alternative, if the contractor is unable to report all operating expenses associated with the purchased transportation services, fare revenues paid by riders to the broker are reported on Form 006/901.

Other Reporting Forms. Vanpools are currently waived from reporting several forms. Beginning with the 1983 report year, National Transit Database reporters submit a reduced set of data for vanpool service. This reduced set includes the 001, 101, 103, 201, 203, 301 (for single mode operators), 310 (for multi-mode operators), 401, 406, and 408 forms. All other National Transit Database forms are optional.

COMMUTER RAIL

Special circumstances differentiate the commuter rail data in the National Transit Database from that of other modes. Accurate analyses of commuter rail operations, particularly using data in modal aggregates and or in time-series for single operators, require both an understanding of these circumstances and caution. Analysts using commuter rail data should understand how the institutional structure of the industry changed, and how these and other changes affect the commuter rail data reported under the National Transit Database.

The FT Act of 1964, as amended, requires that all applicants and beneficiaries of financial assistance under Sections 5 or 9a/9 of the FT Act adhere to the Uniform System of Accounts and Records and participate in the National Transit Database reporting system. When the National Transit Database program began in 1978, most commuter rail service was by private rail operators under contract to public agencies. Most of these operators were subject to Interstate Commerce Commission (ICC) reporting requirements, and a required accounting system. To avoid placing an excessive burden on these railroads, they were exempted from maintaining separate National Transit Database accounts, and were permitted to file ICC reports in lieu of National Transit Database reports.

In the first National Transit Database report years, commuter rail was conspicuously missing from the database, which otherwise presented a thorough picture of urban public transit costs and operations in the United States. ICC commuter rail data could not be integrated into the National Transit Database because the two accounting systems were incompatible, and no service supplied or consumed data were collected. The incompatibility of the two sets of accounts precluded accurate comparisons of commuter rail to other public transit modes.

Three factors provided an impetus to integrate commuter rail into the National Transit Database.

First, in the early 1980's the commuter rail industry underwent a general shift in institutional structure from operations primarily provided by private railroads under purchase of service agreements with public agencies, to a greater degree of public agency involvement, including public ownership of vehicles and ROW, and managing or actually operating service. The Northeast Rail Services Act of 1981 transferred ten commuter rail systems from private Conrail operation to state, regional, and local public agencies. As a result of this change, these rail systems were no longer required to file ICC reports, and the public agencies assuming responsibility were required to submit National Transit Database reports.

Second, the Section 9a/9 program created in 1982 used selected National Transit Database data in a formula to apportion FTA grants. This program provided an incentive for commuter rail systems to comply with National Transit Database requirements to assure that their data would be included in the formula apportionments. The ICC reports did not provide the statistics required by the formula.

Third, the picture of national urban public transit presented by the National Transit Database was limited by the lack of comprehensive and comparable commuter rail data. Commuter rail data in the standardized National Transit Database format will allow important comparisons between the performances of all major urban public transit modes.

Primarily because of the above reasons, FTA and APTA commuter rail representatives negotiated an agreement under which the commuter rail industry would ultimately meet full National Transit Database reporting requirements. Because many commuter rail systems used ICC accounts, and some National Transit Database definitions and procedures were not applicable to commuter rail, FTA and the industry agreed to a modified set of forms and instructions to use for a transition period. These interim procedures were in effect for the 1983 to 1986 Annual Report years. Adjustments were made to National Transit Database reporting guidelines, including mapping of ICC to National Transit Database accounts, that allowed commuter rail systems to file complete National Transit Database reports beginning with the 1987 Annual Report year.

Although the quality and quantity of National Transit Database commuter rail data have improved each year, data in the early report years are incomplete and inconsistent, and should be approached with caution. The following paragraphs summarize the characteristics of commuter rail data by report year.

Report Years 1979 to 1982. Commuter rail data in the National Transit Database were extremely limited. Some systems did not file reports, and others reported only partial data. Because of this inconsistency, commuter rail data were almost universally excluded from the published Data Tables. To compound difficulties, until the 1983 report year there was no unique mode code for commuter rail, which was included under "other" modes. Analysts have had difficulty identifying when "other" includes commuter rail either by itself or in combination with other unidentified modes.

During this period, some useful data were provided by the few public operators that included commuter rail as part of their multi-mode reports.

Report Years 1983 to 1986. During this period, most commuter rail reporters used the interim set of forms described above. A few reporters, notably Pittsburgh-PAT and Philadelphia-SEPTA, submitted complete commuter rail data as part of their A-level multi-modal reports. Copies of the interim forms and instructions (December 6, 1983) are available from FTA.

The interim commuter rail procedures were based on the required level of detail. Because certain requirements were considered inapplicable to or too burdensome for commuter rail, the interim procedures waived some forms and specific data items on other required forms.

To summarize the interim requirement, commuter rail systems used R-level forms and received waivers on Forms 101 and 201. On Form 301, reporters provided operating expenses by object class but not function, and made some small changes to object class definitions. On Form 402, only energy consumed was reported. On Form 403, only totals for stations and miles of directional roadway and track were reported. On Form 407, no time-of-day splits were reported for service supplied and consumed, and service personnel. On Form 408, waivers were granted for active vehicle total miles and average lifetime miles.

There was some inconsistency in reporting among commuter rail systems because some used interim forms and others used standard forms. Some commuter rail operators did not report forms waived for purchases of service from contractors with less than 50 vehicles.

Report Year 1987 to the Present. The quantity, quality, and consistency of commuter rail data greatly improved when all reporters began using standard National Transit Database forms.

NTD ID ☐☐☐☐

☐ Form 005 included

1997 Declaration Worksheet

Fiscal Year Ending ☐☐ ☐☐ ☐☐

1. Transit agency identification information

Transit agency name

Street mailing address

City State Zip Code

2. Chief Executive Officer Certification

☐ Yes ☐ No CEO Certification is on file.

3. Auditor Statement - Financial Data

Check only one box, A or B or C

☐ A. FTA granted waiver based on prior report year.

☐ B. Auditor Statement completed for the 1997 Report Year.

☐ C. Auditor Statement not completed for the 1997 Report Year.

Check box D only if box A applies and transit agency revised accounting system or method.

☐ D. New Auditor Statement completed.

4. Auditor Statement: Urbanized Area Formula (UAF) Data

☐ Yes ☐ No ☐ N/A Auditor Statement: UAF data is on file.

5. Response to validation issues

Check only one box, A or B or C

☐ A. Form revisions in response to Detail Review Letter.

☐ B. Form revisions in response to Follow-up Letter.

☐ C. Form revisions for other reasons.

Check only one box.

☐ Yes ☐ No CEO and/or independent Auditor reviewed and concurred with form revisions.

6. Submitted by

Name Date

Title

Date Prepared Date Updated

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